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| <p style="text-align: center;">Miami Dade College College Admissions and Registration Procedures Committee Meeting Minutes – December 2, 2005</p> |
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The monthly meeting of the College Admission & Registration Procedures Committee was held at the North Campus, Room #1322-11, from 1:00pm – 4:00pm on Friday, December 2, 2005

MEMBERS PRESENT:

Agyeman Akwasi, Arts & Philosophy, NC
Alex Baez, Registrar, IAC
Dulce Beltran, Adm/Registration, KC
Nora Cooper, Advisement, KC
Floris Giol – International Students, KC
Harold Harper, Applications Development, KC
Marina Hernandez, Adm/Registration, Hialeah
Rulx Jean-Bart, Adm/ Registration, WC
Steve Kelly, College Registrar, District, KC
Jocelyn Legrand, Soc Sciences, WC
Lily Lindo, Adm/Registration, MC
Jackie Power, Adm/Registration, NC
Ana Sarasti, Financial Aid – District, KC
James Nosse, Bursar, NC (for Rosa Ferrer)

MEMBERS ABSENT:

Toni Bilbao, Assoc Provost, District, WC
Ferne Creary, Assist Col Registrar, District, KC
Mollie De Hart, Director, Acad. Prog, WC
Isabel De La Serna, Registration, NC
Regina Ferguson, Adm/Registration, HC
Armando Ferrer, Dean of Students, KC
Pat Lassiter (CASSC), Allied Health, MC
Josie Llarena, School of Education, IAC

The meeting was called to order and a quorum was declared present.

Approval of Minutes

- Minutes from the September 16, 2005 meeting were recommended for approval, seconded, and approved as amended.

Introductions and Announcements

- CARP members welcomed new member Agyeman Akwasi – Arts and Philosophy North Campus.
- Jim Nosse – Bursar - North Campus was an alternate for Rosa Ferrer.

Special Agenda Items

- WA8 / High School Diploma issue.
- Caribbean Advanced Proficiency Examination (CAPE).
- Wording changes on Degree Audit Report.

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Academic Affairs Report

- No report available.

Financial Aid Report

- Ana Sarasti informed the committee of 4,039 students who had approved grants for the fall, but did not register; these students were sent notifications and e-mails encouraging them to attend the Spring Term 2005-2.
- Ana Sarasti also made emphasis on certain issues with High School Transcripts.

International Students Report

- Floris Giol commented that the International Students Department would benefit from having a Diagram / Procedure explaining the way certain High Schools credentials are evaluated.
- Floris Giol also stated that International Students Department would like notification of foreign transcripts pending evaluation.

Substitution & Graduation Training

- Nora Cooper informed the committee of a Substitution & Graduation Training workshop which she recently conducted.
- Manual and Forced graduation was also discussed.

Graduation Lists

- Issues with Graduation Lists taking up to three days were mentioned; Harold Harper commented that it was a possibility that they would be available on Wednesdays; however, deadline was moved due to special circumstances.
- Nora Cooper mentioned that she had to fax her lists to the other campuses.
- TRMS Training and Student Reject Lists were also discussed.

Coding for Transient Students

- Rulx Jean-Bart suggested creating a new code for Transient Students.

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New Port 2005-1

- Campus Registrars will create a list of Odyssey Student menu items in order to thoroughly test the New Port; testing will be done over January by this distribution list, then will be discussed at the January 20th Campus Registrar's meeting; in early February, staff from admissions, registration, records, and related areas will conduct testing at a central site; the port is scheduled to be loaded in over the weekend of February 25/26.

GAP Reports

- GAP Reports design will not be altered with the new port (2005.1) because it was determined its current design serves MDC more effectively.

2005-06 Calendar Revision #7

- Items #10, 16, 18 and 23 were updated on the 2005-06 Calendar.

Odyssey Report

- Harold Harper reported that the New Port is available this week for testing.
- Harold Harper also reported that the Software has been updated.
- Mr. Harper commented on a New Report to help with Recruitment.

Special Agenda Items

- Rulx Jean-Bart commented on students with W8A's on their High School Transcripts enrolling in EAP Classes; It was suggested to have an edit placed in the system to avoid this from happening.
- Rulx Jean-Bart also reported that Ferne Creary and Luis Hechavarria had worked on the codes for the Caribbean Advanced Proficiency Examination (CAPE).
- Dulce Beltran commented on how the wording on the Degree Audit Report which states "Credits Completed / Enrolled" is causing problems with Stafford Loans and the financial aid area; therefore, Harold Harper will add a new line which reads: "Credits Earned and Credits Enrolled."

The CARPC Meeting was adjourned at 3:00 pm. The next meeting is scheduled at the Kendall Campus on Friday, January 20, 2006.