

Miami Dade College
College Admissions and Registration Procedures Committee
Meeting Minutes – January 20, 2006

The monthly meeting of the College Admission & Registration Procedures Committee was held at the Kendall Campus, Room #K-422, from 1:00pm – 4:00pm on Friday, January 20, 2006

MEMBERS PRESENT:

Alex Baez, Registrar, IAC
Dulce Beltran, Adm/Registration, KC
Ferne Creary, Assist Col Registrar, District, KC
Mollie De Hart, Director, Acad. Prog, WC
Regina Ferguson, Adm/Registration, HC
Armando Ferrer, Dean of Students, KC
Floris Giol – International Students, KC
Harold Harper, Applications Development, KC
Rulx Jean-Bart, Adm/ Registration, WC
Steve Kelly, College Registrar, District, KC
Lily Lindo, Adm/Registration, MC
Jackie Power, Adm/Registration, NC
Joy Perard, Advisement, KC (for Nora Cooper)
Rosa Ferrer, Bursar, WC

MEMBERS ABSENT:

Agyeman Akwasi, Arts & Philosophy, NC
Toni Bilbao, Assoc Provost, District, WC
Marina Hernandez, Adm/Registration, Hialeah
Isabel De La Serna, Registration, NC
Pat Lassiter (CASSC), Allied Health, MC
Jocelyn Legrand, Soc Sciences, WC
Josie Llarena, School of Education, IAC
Ana Sarasti, Financial Aid – District, KC

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

Approval of Minutes

- Minutes from the December 2, 2005 meeting were recommended for approval, seconded, and approved as amended.

Introductions and Announcements

- Dr. Ferrer suggested for CARP to meet at West Campus in the near future.
- Ms. Joy Perard – Kendall Campus Advisement was an alternate for Ms. Nora Cooper.

Special Agenda Items

- New Code for Transient Students.
- W8A Edits.

<p style="text-align: center;">Miami Dade College College Admissions and Registration Procedures Committee Meeting Minutes – January 20, 2006</p>
--

Academic Affairs Report

- Dr. DeHart mentioned that any changes to the MDC Catalog should be forwarded to CASSC no later than February, 14th, 2006.
- Dr. DeHart also mentioned that any number changes should be submitted to Steve Kelly on time.

Financial Aid Report

- Mr. Baez informed the committee that from February 6th – 10th the College will have the Financial Aid Awareness Week. Workshops will be available from February – May to assist students with the FAFSA applications.
- Mr. Baez also advised the committee that they were working on automating Financial Aid Funds like the GMC Grants.
- Ms. Ferguson commented on the MDC Scholarships found on the College Website.

International Students Report

- Ms. Giol commented on the SEVIS updates.
- The committee inquired on the amount of students using the International Students Website.

SSN on Official Transcripts

- Mr. Kelly mentioned that the SSN should be left on official transcripts unless otherwise specified by the student. This is the only way for receiving institutions to match with their applicants. When ordering official transcripts, Odyssey is defaulted to include SSN.

TMOP 1100.351415 State Employee Tuition Waiver

- Mr. Kelly informed the committee that a survey is being sent to other community colleges dealing with the rulings of the State Employee Enrollments, and that results of the survey will assist us in further discussion/determination on our procedure. Further discussion on this topic scheduled for the next CARP meeting.

<p style="text-align: center;">Miami Dade College College Admissions and Registration Procedures Committee Meeting Minutes – January 20, 2006</p>
--

Odyssey Report

- Mr. Harper informed the committee that the New Port (2005.1), consists of 191 security levels. The Port will be installed on Friday, Saturday, and Sunday, February 24 – 26. The student module is scheduled for testing on February 7 & 8.
- Mr. Harper also commented that studies would be done to reassign these security levels.
- Ms. Lindo requested that an “IW” be placed on the VA reports.

Special Agenda Items

- Mr. Kelly announced that a committee was working on the next installment of the Five Year Academic Calendar (2008 – 2013). Anticipated completion by March '06 for Executive Committee approval into College Procedures.
- Tab Exemptions and Paper Conservation were also discussed.
- Ms. Perard addressed the issue of Purge Rolls being processed too early in the semester.
- Ms. Power suggested that the Graduation Letter Warnings be modified in a more positive manner.
- Mr. Jean-Bart readdressed the issue of the W8A Edits, for the students trying to register for EAP courses, without having passed the FCAT.
- Mr. Jean-Bart also spoke about the updates on the CAPE program.
- It was also mentioned that a new program code would be found for Transient Students. Mr. Kelly will look into this.

The CARPC Meeting was adjourned at 3:10 pm. The next meeting is scheduled at the Wolfson Campus on Friday, February 17, 2006.