

**Miami Dade College**  
**College Admissions and Registration Procedures Committee**  
**Meeting Minutes – February 17, 2006**

The monthly meeting of the College Admission & Registration Procedures Committee was held at the Wolfson Campus, Room #1376, from 1:00pm – 4:00pm on Friday, February 17, 2006

**MEMBERS PRESENT:**

Alex Baez, Registrar, IAC  
Dulce Beltran, Adm/Registration, KC  
Nora Cooper, Advisement, KC  
Ferne Creary, Assist Col Registrar, District, KC  
Regina Ferguson, Adm/Registration, HC  
Rosa Ferrer, Bursar's, WC  
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  
Gloria Pelaez, School of Education, IAC  
Jackie Power, Adm/Registration, NC

**MEMBERS ABSENT:**

Agyeman Akwasi, Arts & Philosophy, NC  
Toni Bilbao, Assoc Provost, District, WC  
Mollie De Hart, Director, Acad. Prog, WC  
Isabel De La Serna, Registration, NC  
Armando Ferrer, Dean of Students, KC  
Pat Lassiter (CASSC), Allied Health, MC  
Lily Lindo, Adm/Registration, MC  
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 January 20, 2006 meeting were recommended for approval, seconded, and approved as amended.

**Introductions and Announcements**

- CARP members welcomed guest Dr. Gloria Pelaez – School of Education, InterAmerican Campus.

**Special Agenda Items**

- EPI – (Educational Professional Institute) & Education Courses
- Technical Manual of Procedures
- AD-CR-HS Screen

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**Academic Affairs Report**

- No report available.

**Financial Aid Report**

- Mr. Baez and Ms. Ferguson advised the committee that students may apply for scholarships until February 28, 2006; students are also being encouraged to fill out their financial aid applications for 2006-07.

**International Students Report**

- Ms. Giol informed the committee that the “HITS” on the International Students Website were not being calculated. Ms. Giol will follow up and inform the committee of any updates when the committee meets in March.

**TMOP 1100.351415 – State Employee Tuition Waiver**

- Mr. Kelly mentioned that the Technical Manual of Procedures were very outdated; Mr. Kelly also focused on two procedure areas which need attention, the first being Residency for Tuition Purposes and the second being Transfer Credits.
- Campus Registrars scheduled a separate meeting for further studies of these issues.
- A recommended update to the State Employee Tuition Waiver procedure (TMOP 1100.351415) was discussed and voted on. The update was approved 10-to-4 and will be forwarded to the Provost for Education.

**Program Code for Transient Students (39001)**

- The committee agreed that a separate code should be created for Transient Students only.

**Odyssey Report**

- Mr. Harper reminded the committee of the increase in security levels in the New Port (2005.1).
- Mr. Harper mentioned once more that there were a total of 191 Security Levels.
- Ms. Jackie Power, Mr. Rulx Jean-Bart, and Ms. Nora Cooper will work together to reassign these levels.

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**Special Agenda Items**

- Dr. Pelaez spoke about the EPI (Educational Professional Institute) Program, designed for students who hold a Bachelor's Degree or higher in an area other than Education, and who are interested in earning a Teaching Certificate. Dr. Pelaez also commented on the "Succeed Grant," established for these students.
- Ms. Giol requested that an edit be placed on the Education Courses to inform students who do not have a social security number of background check requirements. Mr. Kelly will look into this matter.
- Ms. Beltran reported that the High School Credential screen (AD-CR-HS) was causing problems with graduation. It was suggested that the Diploma Type and Graduation Date be controlled on the screen in order to avoid this problem.

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