

Miami Dade College

College Admissions and Registration Procedures Committee

Meeting Minutes – September 15, 2006

The monthly meeting of the College Admission & Registration Procedures Committee was held at the Medical Campus, Room 2304 from 1:00pm – 4:00pm on Friday, September 15, 2006.

MEMBERS PRESENT:

Alex Baez, Registrar, IAC
Dulce Beltran, Adm/Registration, KC
Ferne Creary, Assist Col Registrar, District, KC
Mollie DeHart, Academic Programs, WC
Regina Ferguson, Adm/Registration, HC
Rosa Ferrer, Bursar, WC
Floris Giol, International Students, KC
Harold Harper, Quality Assurance, KC
Rulx Jean-Bart, Adm/Registration, WC
Steve Kelly, College Registrar, District, KC
Lily Lindo, Adm/Registration, MC
Nelson Magana, Adm/Registration, HC
Raquel Montequin, School of Education, IAC
Maria Morantes, Group Manager, KC
Jackie Power, Adm/Registration, NC
Ana Sarasti, Financial Aid – District, KC

MEMBERS ABSENT:

Akwasi Agyeman, Arts & Philosophy, NC
Toni Bilbao, Assoc Provost, District, WC
Nora Cooper, Advisement, KC
Isabel De La Serna, Registration, NC
Ana Demahy, Director, WC
Armando Ferrer, Dean of Students, KC
Pat Lassiter (CASSC), Allied Health, MC
Jocelyn Legrand, Soc Sciences, WC
Josie Llarena, School of Education, IAC

GUESTS/RESOURCES

Raul Garcia, Evaluations, WC
Carlos Gonzalez, Evaluations, WC

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

Approval of Minutes

- Minutes from the May 12, 2006 meeting were recommended for approval, seconded, and approved as amended.

Introductions and Announcements

- The Committee welcomed new member Nelson Magana, Admissions & Registration / Financial Aid, Hialeah Campus and also greeted guests Raul Garcia and Carlos Gonzalez from the Evaluations Department at Wolfson Campus.
- Mr. Harper informed the committee that he was now Director of Quality Assurance for Information Technology, and will be focusing on evaluation/validation of projects prior to implementation. He also mentioned that Marlene Gomez will be working through the Project Management Office (PMO) with projects that have not yet been defined. Finally, he mentioned that Mike Langevin will be working with Enterprise Architecture, which makes sure that things are done in a correct “architectural” way. Mr. Kelly expressed hope that CARP members be consulted early in any process that may result in a new information system platform migration.

<p style="text-align: center;">Miami Dade College College Admissions and Registration Procedures Committee Meeting Minutes – September 15, 2006</p>

Special Agenda Items

- No special agenda items presented.

Academic Affairs Report

- Dr. DeHart informed the committee that the Academic Affairs Office changed its name to the **Office of Academic and Student Affairs (ASA)**.
- Dr. DeHart commented on the new website available for employees and students **www.mdc.edu/asa**.
- Dr. DeHart mentioned that the Baccalaureate in Nursing went to the State on August 1st, 2006. She also informed that the Baccalaureate in Public Safety Management in Criminal Justice is up and running with 92 students admitted into the program. They are also working on the new requirements for the Baccalaureate in Education, and spoke of the new AA/AS Degree in Bio-Technology coming in the Fall 2007.

International Students Report

- Ms. Giol reported that 280 new International Students enrolled collegewide for 2006-1.

Financial Aid Report

- Ms. Sarasti commented on the implementation of the new Higher One MDC Card. According to Ms. Sarasti, \$25,000,000 went into the first disbursement run. She also mentioned that over 52% of the students who received cards had activated them. In addition, Ms. Sarasti explained that the students whose financial aid exceeded the cost of their tuition would be the only ones to receive a card. Stafford Loans would also be disbursed through Higher One.

Access to change class status to “H” & “C” for Academic Chairs

- Ms. Power consulted with the committee on whether or not Academic Chairs should have access to place classes on either **Hold** or **Cancel** status. After discussion, the committee agreed that the Academic Chairs should **not** be granted this authority.

<p style="text-align: center;">Miami Dade College College Admissions and Registration Procedures Committee Meeting Minutes – September 15, 2006</p>
--

GAP Submission

- Mr. Harper explained to the committee that a new feature has been implemented into the Odyssey system, so that GAP reports run easier.

CPT Testing & Dual Enrollment Students

- No Report available; tabled to next meeting.

Common Course Numbers & Transfer Issues (TMOP 1100.815110)

- Mr. Kelly informed the committee that we anticipate that the Florida Legislative liaison group “OPAGGA” would be auditing MDC related to the State Course Numbering System (SCNS). Mr. Garcia and Mr. Gonzalez were present from the Evaluations Office to join the discussion. This issue deals mainly with MDC accepting equivalent courses from private institutions in Florida that are nationally accredited (versus regionally accredited), yet have at least some of their courses listed on the SCNS. After some discussion it was suggested that a passage from the College Catalog, or something similar, be updated into the TMOP for clarification. Also, Mr. Jean-Bart will work with Dr. DeHart on identifying specific SCNS courses for which MDC does not offer equivalent courses, and will further identify courses which are coded as applied science versus academic. CARP anticipates further refinement and discussion on this subject. Mr. Kelly noted that OPAGGA will be visiting this subject with the Florida Community College Registrars & Admissions Officers (FCCRAO) at their October meeting in Orlando.

Soft Edit for PSAV > 450 Hours

- This item was tabled to the next CARP meeting.

**CLAST edits / holds on upper division courses
(Educ., BAS-PSM)**

- Mr. Kelly suggested that a Program Request Log be submitted to create an edit for this purpose. He will work with Ms. Power to organize this.

Miami Dade College
College Admissions and Registration Procedures Committee
Meeting Minutes – September 15, 2006

Dean's List – Summer Term

- Mr. Kelly discussed the issue of students that were not appearing on the Dean's List, even though they met the requirements as defined in the MDC Catalog. This issue has been corrected and Ms. Morantes ran a new report, which has been distributed.

Odyssey Report

- Ms. Morantes reported that registration for 2006-1 went well. She mentioned that there has been a problem with the late fee, probably caused by the last Port. She also informed the committee that she was in the process of preparing a port-like testing session in the acceptance mode to test the inactive/archiving of student records.

The CARPC Meeting was adjourned at 3:30 pm. The next meeting is scheduled at Homestead Campus on Friday, October 13 , 2006.