

Miami Dade College

College Admissions and Registration Procedures Committee

Meeting Minutes – October 13, 2006

The monthly meeting of the College Admission & Registration Procedures Committee was held at the Homestead Campus, Room B-115 from 1:00pm – 4:00pm on Friday, October 13, 2006.

MEMBERS PRESENT:

Alex Baez, Registrar, IAC
Dulce Beltran, Adm/Registration, KC
Nora Cooper, Advisement, KC
Mollie DeHart, Academic Programs, WC
Regina Ferguson, Adm/Registration, HC
Floris Giol, International Students, KC
Rulx Jean-Bart, Adm/ Registration, WC
Steve Kelly, College Registrar, District, KC
Lily Lindo, Adm/Registration, MC
Maria Morantes, Group Manager, KC
Jackie Power, Adm/Registration, NC

MEMBERS ABSENT:

Akwasi Agyeman, Arts & Philosophy, NC
Toni Bilbao, Assoc Provost, District, WC
Ferne Creary, Assist Col Registrar, District, KC
Isabel De La Serna, Registration, NC
Ana Demahy, Director, WC
Armando Ferrer, Dean of Students, KC
Rosa Ferrer, Bursars, WC
Harold Harper, Quality Assurance, KC
Pat Lassiter (CASSC), Allied Health, MC
Jocelyn Legrand, Soc Sciences, WC
Josie Llarena, School of Education, IAC
Nelson Magana, Adm/Registration, HC
Raquel Montequin, School of Education, IAC
Ana Sarasti, Financial Aid – District, KC

GUESTS/RESOURCES

Victoria Florit, School of Education, IAC

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

Approval of Minutes

- Minutes from the September 15, 2006 meeting were recommended for approval, seconded, and approved as amended.

Introductions and Announcements

- The committee greeted guest Victoria Florit from the School of Education at InterAmerican Campus.

Special Agenda Items

- No special agenda items presented.

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Academic Affairs Report

- Dr. DeHart informed the committee that effective Spring Term 2007, the Social Science category will no longer require the Gordon Rule, except for ECO2013. Dr. DeHart also brought up the question “Should a special designator be placed on the transcripts to designate the Gordon Rule on a specific course(s)?” A survey of FCCRAO (Florida Community College Registrars and Admissions Officers) will be conducted by Mr. Kelly.
- Dr. DeHart mentioned that CASSC is implementing a Pilot Program for assessment, in which 4 or 5 courses will be tested. She also explained that both the CAPE Program and the Common Course Transfer issues have both been re-submitted to the Academic Deans for their review.

International Students Report

- Ms. Giol reported that MDC was one of the institutions chosen by INS to participate in the “SEVIS Data Validation Project.” The College had to report on 1300 student files. Ms. Giol concluded by saying that everything went well, and the report was successfully submitted to INS.

Financial Aid Report

- No report available.

Change of Catalog year for Degree Audit

- Dr. DeHart explained to the committee that special attention should be placed on any changes done to the Catalog year. It appears that these changes may cause problems to arise on the Degree Audit Report.

Baccalaureate admission / graduation criteria Foreign Language, CLAST

- Dr. DeHart suggested to the committee that a new admissions application be created solely for the Baccalaureate program. In addition, she suggested that a process be implemented for the evaluation of foreign language requirements on HS transcripts, for students applying to the Baccalaureate program. The committee agreed that Dr. DeHart, Victoria Florit, Jackie Power, and Alex Baez will work on these two projects.

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Use of “limited access” designation

- Dr. DeHart commented that MDC is using the term “**limited access**” incorrectly. This term was created by the State of Florida and reserved for certain programs; therefore, she suggested to the committee that the terminology be changed to something else, i.e. “**restricted program.**”

Registration of Restricted School of Education Courses

- Ms. Florit informed the committee of teachers who are coming to MDC for re-certification, and are experiencing problems with their registration. Ms. Beltran explained that this problem had been corrected; however, if these teachers are not registered under the correct program code for re-certification, this problem will continue to arise. The committee agreed that Dr. Pelaez should contact Steve Kelly and Nora Cooper to resolve this issue.

Lower Division Advisement Issues and Websites

- Ms. Florit mentioned to the committee that the wording on the degree audit report should state that “Students enrolled in Education are **recommended** to take Humanities and Philosophy.”

Soft Edit for PSAV > 450 Hours

- No Report available; tabled to next meeting.

Co-Curricular Transcripts

- There are on occasion requests by student interest groups to have notations placed on their academic transcripts acknowledging participation in certain activities (such as student government). Mr. Kelly informed CARP that the Campus Registrars had determined at their morning meeting that the academic transcript should remain strictly academic, without any extra-curricular comments. It is felt this is in compliance with transcript guidelines established by the AACRAO (American Association of College Registrars and Admissions Officers). Mr. Kelly will also survey FCCRAO (Florida Community College Registrars and Admissions Officers) at their next meeting. *Post meeting note: FCCRAO unanimously agreed with the concept expressed above.*

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Charges for Transcripts & Diploma Reprints

- Mr. Kelly also informed the committee that effective summer term 2007, students will be charged a \$5.00 fee for both electronic and paper orders of official transcripts. Once a student has graduated from a program, they will be awarded three free official transcripts; again thereafter to be charged \$5.00 per order. As far as employees, Human Resources is negotiating to accept unofficial transcripts or to view/print transcripts online from Odyssey. However, for faculty and staff promotional purposes, the \$5.00 fee will apply. Students will also be charged \$20.00 for re-orders of their diplomas.

Odyssey Report

- Ms. Morantes reported to the committee that she is working on a Pilot Program for the North Campus in which the North Campus students are notified to meet with the department chairs according to their majors. She also commented that a report had been sent to work force consisting of students who have graduated. In addition, Ms. Morantes explained to the committee that she prefers receiving Program Request Logs, rather than e-mails, due to the high volume of e-mails that she receives on a daily basis. Finally, she informed the committee of her high priority items which include: CLAST, CLEP, Gordon Rule and Higher One. It was requested of Ms. Morantes that the North Campus Project be made available district wide for other campuses to use at their discretion.

The CARPC Meeting was adjourned at 3:35 pm. The next meeting is scheduled at InterAmerican Campus on Friday, December 8, 2006.