

Miami Dade College

College Admissions and Registration Procedures Committee

Meeting Minutes – December 8, 2006

The monthly meeting of the College Admission & Registration Procedures Committee was held at the InterAmerican Campus, Room 3102 from 1:00pm – 4:00pm on Friday, December 8, 2006.

MEMBERS PRESENT:

Alex Baez, Registrar, IAC
Dulce Beltran, Adm/Registration, KC
Regina Ferguson, Adm/Registration, HC
Rosa Ferrer, Bursar, WC
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

MEMBERS ABSENT:

Akwasi Agyeman, Arts & Philosophy, NC
Nora Cooper, Advisement, KC
Ferne Creary, Assist Col Registrar, District, KC
Mollie DeHart, Academic Programs, WC
Isabel De La Serna, Registration, NC
Ana Demahy, Director, WC
Armando Ferrer, Dean of Students, KC
Floris Giol, International Students, KC
Sheri Goldstein, Assoc Provost, District, WC
Harold Harper, Quality Assurance, KC
Pat Lassiter (CASSC), Allied Health, MC
Jocelyn Legrand, Soc Sciences, WC
Josie Llarena, School of Education, IAC
Ana Sarasti, Financial Aid – District, KC

GUESTS/RESOURCES

David Kaiser, Information Tech., KC
Cecilia Bermudez, Retention & Transition, IAC
Nora Hendrix, President, IAC
Lourdes Perez, Dean of Students, IAC

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

Approval of Minutes

- Minutes from the October 13, 2006 meeting were recommended for approval, seconded, and approved as amended.

Introductions and Announcements

- The Committee greeted guests Cecilia Bermudez, from the Retention & Transition Department at InterAmerican Campus, and David Kaiser from the Information Technology Department at Kendall Campus. Also, Dr. Nora Hendrix, President of IAC dropped in for a brief visit, as did Lourdes Perez, Dean of Students at IAC.
- Mr. Kelly announced to the committee that the National Student Clearinghouse seems to have stopped making “spy” calls to MDC. He also commented that MDC is now reporting enrollment data to the clearinghouse every two weeks, in order to provide enrollment updates for student financial aid, on a more timely basis.

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- Mr. Kelly announced that he had, earlier this week, reported on CARPC activities to CASSC.

Special Agenda Items

- CPT / No CPT.
- Residency-for-Tuition-Purposes.

Academic Affairs Report

- Mr. Kelly reported on behalf of Dr. DeHart that the Baccalaureate of Science in Nursing is currently under review from the State of Florida and that some news regarding this program for MDC should be available before the Christmas break .
- The CAPE issue was addressed, and Mr. Kelly informed everyone that English, Literature, and Mathematics sections have been approved; however, the Biology section is still pending.
- Mr. Kelly also informed the committee that CASSC had reviewed and approved a new program with FPL consisting of a new Associate in Science Degree in Power Engineering, which will guarantee 20 new hires for FPL and increase promotional ability in the company.

International Students Report

- No report available.

Financial Aid Report

- Ms. Power reported that the Petitions Form / Process needs to be reviewed, so that Financial Aid bills students accurately (without affecting the student's academic status), for the attendance factor for students who received a refund through the Petition process after the 100% refund deadline.
- Ms. Beltran asked the committee if Financial Aid would be sending out notices to students informing them on updates with Higher One.

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Review & Update Academic Calendar Wording

- Ms. Beltran commented that certain wording on the Academic Calendar should be changed to the following: Item # 6 should read: On-line Class Rolls Available; Item #14 should read: Grade Program Run; Item #15 should read: Grading Period Open On-line and Item #16 should read: Grade Updating Period. Per CARPC's approval, this will be implemented and a new calendar will be distributed.

OPPAGA Audit

- Mr. Kelly announced that OPPAGA (the Office of Program Policy Analysis and Government Accountability) is auditing 13 community colleges in the state on acceptance practices of credits from nationally accredited, private institutions in Florida which belong to the Statewide Course Numbering System (SCNS). State law requires that incoming SCNS courses be accepted by receiving public institutions, providing there is an exact match of the course designator. A list was received from OPPAGA of 997 students, accompanied by a request that copies of transcripts (both ours and incoming ones from the privates) be returned for analysis, as well as documents and forms of our policy/practice. The College found only forty-six incoming transcripts from the list received. Copies of those transcripts were sent to OPPAGA, along with related policies and other information requested. OPPAGA is in the process of analyzing all of this and will provide MDC (and the other community colleges) an opportunity to review a draft and make suggestions/clarification of the report it will send to the legislature.

Soft Edit for PSAV > 450 Hours

- This item was tabled until the next CARP meeting.

Repeat Surcharge Exemption – Student Schedule

- Ms. Bermudez suggested to the committee that a special designator should be placed on the student schedules to reflect any processed **Repeat Surcharge Appeals**. Mr. Kelly will submit a program request log to resolve this issue.

Deceased Students

- Ms. Morantes commented to the committee that communications were going out to deceased students. After some discussion, CARPC membership agreed that emphasis should be made in placing **Deceased Code DE** in the **AD HO HO** Screen to avoid this problem. It was also discussed that an address hold should also be entered into the system, as well as including the actual date of death and the report date.

CLEP & AP Scores

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- Ms. Morantes informed the committee of a process to facilitate the evaluation of CLEP & AP Score Reports; therefore, eliminating the receiving of these “paper” reports at MDC, and at the same time she stated that MDC needs to decide if the scores will come directly from the centers or need to be evaluated first by the College Board. After discussion, it was agreed that the scores should come directly from the College Board only.

Odyssey Report

- Ms. Morantes once again explained to the committee the importance of submitting the **Program Request Logs**. She told the committee that it’s easier for her to get issues resolved in this manner, whereas e-mails may take longer to process. She also spoke about channeling high priority items through one individual; therefore, having this designated person decide whether or not the item(s) is an actual “**High Priority Item**”. Ms. Morantes also requested information on the Gordon Rule and Mr. Kelly mentioned to her that he had addressed a meeting recently on the Gordon Rule, and it was determined that the way in which MDC conducts its degree audits, not much more needs to be done to certify whether or not students have met Gordon Rule requirements. Ms. Morantes asked if this could be moved from the acceptance mode to the production mode, but the committee agreed to keep it under the acceptance mode until further notice.

Special Agenda Items

- Ms. Power informed the committee of a new report available in the production mode, which shows the students who have taken the CPT Test, and the ones who have not. She explained that this information can be accessed just by creating a GAP Report and selecting STS890J5. The first part of the report will reflect the ones who have taken the CPT, and the second part will reflect the ones who have not.
- Mr. Kelly commented on the new residency guidelines that were discussed earlier this day at the Campus Registrars meeting. He focused on three significant areas of the new guidelines: independent student status, re-classification (from non-resident to in-state resident), and the acceptance of electronic signatures for verification. The need for a state-wide “Residency Wizard” was also discussed.

The CARPC Meeting was adjourned at 3:15 pm. The next meeting is scheduled at the Hialeah Campus on Friday, January 19, 2007.