

Miami Dade College

College Admissions and Registration Procedures Committee

Meeting Minutes – January 19, 2007

The monthly meeting of the College Admission & Registration Procedures Committee was held at the Hialeah Campus, Room 1414 from 1:00pm – 4:00pm on Friday, January 19, 2007.

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
Floris Giol, International Students, KC
Rulx Jean-Bart, Adm/ Registration, WC
Steve Kelly, College Registrar, District, KC
Lily Lindo, Adm/Registration, MC
Nelson Magana, Adm/Registration, HC
Maria Morantes, Group Manager, KC
Jackie Power, Adm/Registration, NC

MEMBERS ABSENT:

Loretta Blanchette (CASSC), Mathematics, HC
Nora Cooper, Advisement, KC
Isabel De La Serna, Registration, NC
Ana Demahy, Director, WC
Armando Ferrer, Dean of Students, KC
Rosa Ferrer, Bursar, WC (Jim Nosse attended)
Sheri Goldstein, Assoc Provost, District, WC
Harold Harper, Quality Assurance, KC
Jocelyn Legrand, Soc Sciences, WC
Raquel Montequin, School of Education, IAC
Ana Sarasti, Financial Aid – District, KC

GUESTS/RESOURCES

Jim Nosse, Bursar, NC

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

Approval of Minutes

- Minutes from the December 8, 2006 meeting were recommended for approval, seconded, and approved as amended.

Introductions and Announcements

- Jim Nosse from Bursar at North Campus served as an alternate for Rosa Ferrer.

Special Agenda Items

- Restricting registration to zip code area.
- Course Dictionary.
- Last-Date-of-Attendance.

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Academic Affairs Report

- Dr. DeHart reported to the committee that the Baccalaureate of Science in Nursing, was approved by the Florida Department of Education, and forwarded to the Board of Governors for their review. In February, MDC will present this issue to the Board in Tallahassee for their final approval. Once the Degree has been approved, it will be implemented at MDC in January 2008.
- Dr. DeHart also informed the committee that the AA and AS Degrees, along with the ATC (Advanced Technical Certificate) in Biotechnology should be approved by February 2007, and it will be implemented at MDC in the Fall 2007.
- Other announcements by Dr. DeHart: Academic Programs has been approached by the Entrepreneurship Center to put together some degree and certificate programs. The Gordon Rule course list was approved by CASSC, and writing requirements for these courses will be implemented by Spring 2007. On the Gordon Rule, the Social Science category will be eliminated, except for ECO 1013. The acceptance of CAPE examinations is progressing; however, some sections are still pending further review.

International Students Report

- Ms. Giol informed the committee that the SEVIS Project (a coordinated validation process between the College and BCIS) will be ending this month. At this time she does not have the new enrollment count for 2006-2, but indicates there has not been a noticeable change. Ms Giol also mentioned that several recruiters from the International Students Department went to Asia to assess recruitment potential for students of that region.

Financial Aid Report

- Mr. Baez informed the committee that February 5th – 9th will be **Financial Aid Awareness Week** at all campuses of MDC.
- Mr. Baez also reported that on February 25th, Kendall, North, and Wolfson Campus will be hosting **College Goal Sunday**. This event will invite the Miami-Dade County community to visit any of these three campuses for assistance with their FAFSA Applications for next year. It is part of a national program to raise financial aid awareness.

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TMOP 1100.815110 – Transfer Credit Evaluations

- Mr. Kelly distributed revised copies of the **TMOP 1100.815110 Transfer Credit Evaluations** to all CARPC members, and commented that the Campus Registrars had agreed on a revision to clarify how incoming transcripts which contained Incomplete grades were processed. This revision will be forwarded for the Provost's signature.

Holiday Data

- Mr. Kelly provided the committee with a handout showing the holiday 2006 registration activity (by method – web or in person) for credit courses, and its comparison with activity in the 2005 holiday season. This year the total amount of students registered college-wide was 20,669 (4.3% greater than last year), and the total credits enrolled was 103,791 (15.7% greater than last year).

Soft Edit for PSAV > 450 Hours

- This item was tabled until the next CARP meeting.

Prioritization of Program Request Logs

- Mr. Kelly and Ms. Morantes emphasized on the importance of prioritization on the Program Request Logs. Ms. Morantes informed the committee of a **“Generic Program Log”** which has been implemented for minor requests, thus preventing program logs from having to be filed for such items. It was also mentioned that a number of **“old”** program logs were discovered. Many of these have already been resolved; therefore, they are being closed or the originator is being contacted for further review. Mr. Kelly also informed the committee that he, along with Ms. Beltran and Ms. Creary meet weekly with Ms. Morantes and Ewie Marais (from IT), to work on solutions for numerous IT/SIS issues.

Addition of New Area to Degree Audit

- Ms. Morantes informed the committee that a new Healthcare section (for HSC0003) is being added to the degree audit report. She also explained to the committee that she was going to

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need security clearance in order to work on other requests. Dr. DeHart suggested a crosswalk to resolve this issue. Mr. Kelly recommended Dr. DeHart, David Paul, and Karen Hodges to contact Ms. Morantes in order to resolve this concern. Ms. Morantes commented that the Gordon Rule was moved to the acceptance mode and is ready for testing. Dr. DeHart informed the committee that in two weeks, degree audits for the BS in Education programs (except for Earth Science) will be available on the MDC website.

Archive & Inactive Students in Odyssey

- Active/inactive and archiving of students in Odyssey has been a project under development for some time. The objective has been to place aside (into separate storage areas) student data for those who have not been active for more than one year, or to archive those data for students not active for more than three years. No student data will be lost or deleted; and for those who return, their data can be reactivated easily. The immediate benefit of this project is to accommodate mainframe processing time. Reports and other functions will operate much more efficiently. Mr. Kelly and Ms. Beltran ensured the committee that the registration history is available for view in this new process. It is estimated that the Archive & Inactive process will be moved into production sometime in February.

List of students not meeting Co & Pre-requisites over past

- Mr. Kelly and Ms. Beltran commented on problems associated with co- and pre-requisite requirements as they are coded (or not) in the course dictionary. In many cases, co- and pre-requisites are identified in the course description field of the dictionary; however, they are not identified on the table where the actual programming logic takes place. Therefore, students are in some cases not effectively being checked for the requirement(s). Dr. DeHart and Ms. Morantes will work on a report to be forwarded to the academic departments that will request their verification and clean-up of these data. Also, it was acknowledged that there remains some misunderstanding about the use of “T” (Temporary) and “X” (permanent-for-semester) overrides during registration processing. By not using the proper override symbol, problems with subsequent registrations and student transcripts are arising. Mr. Kelly and Ms. Beltran will work on a clarifying statement to be disbursed through campus registrars and advisors.

Course Numbering Changes After Enrollment Begins

- Ms. Beltran commented on the problems with course numbering changes coming from the Florida Department of Education (i.e., PPE1005 to CLP1006). Odyssey is apparently not recognizing the correct “future” timing of these changes; rather, it changes to the new course coding immediately. Registration, IT, and Academic Programs will need to coordinate a solution to this before the next scheduled course number changes are implemented.

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Odyssey Report

- Ms. Morantes reported that, from the IT perspective, the 2006-2 registration went fairly well. Others agreed. A couple of issues were noticed: 1) There were conflicts with the changes on some courses once students were registered (which can create conflicts on a student's schedule). Ms. Beltran described the best solution to this problem was to delete the original course time block and recreate a new one with a new reference number. 2) Another issue was the GPA calculations process. Ms. Morantes explained that on July 11, 2006 MDC stopped counting "S" courses in GPA calculations. It seems that a missing link in the course dictionary is not deactivating the old repeated courses, and therefore, calculating them along with the new ones. Further research and resolution is required on this matter.

Special Agenda Items

- Mr. Kelly brought to the committee a request from one campus that restrictions be placed on certain courses for student registrations to be limited to within certain zip codes. This notion was rejected by CARPC.
- Mr. Kelly also commented that there was a recent occurrence in which the system allowed a student to repeat a vocational course without an override; even though the course dictionary stated that the course was **non-repeatable**. This will be researched.
- Mr. Kelly also informed the committee that an important e-mail had been distributed from the Academic Provost pertaining to the Last-Date-of-Attendance (LDA), as it relates to the purge roll "IW" (Instructor Withdrawal) and with final grade rolls resulting in the assignment of "F", "I" or "U" grades. For students who never attend a course (No Shows), it is important that the day before the class session start date is identified as the LDA. Operational instructions will be forthcoming to help communicate this issue.

The CARPC Meeting was adjourned at 3:00 pm. The next meeting is scheduled at the West Campus on Friday, February 16, 2007.