

Miami Dade College
College Admissions and Registration Procedures Committee
Meeting Minutes – April 13, 2007

A meeting of the College Admission & Registration Procedures Committee was held at the West Campus, Room 2158 from 1:00pm – 4:00pm on Friday, April 13, 2007.

MEMBERS PRESENT:

Alex Baez, Registrar, IAC
Dulce Beltran, Adm/Registration, KC
Nora Cooper, Advisement, KC
Ferne Creary, Assist Col Registrar, District, KC
Rosa Ferrer, Bursar, WC
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
Ana Sarasti, Financial Aid – District, KC

MEMBERS ABSENT:

Loretta Blanchette (CASSC), Mathematics, HC
Isabel De La Serna, Registration, NC
Ana Demahy, Director, WC
Armando Ferrer, Dean of Students, KC
Sheri Goldstein, Assoc Provost, District, WC
Harold Harper, Quality Assurance, KC
Jocelyn Legrand, Soc Sciences, WC

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 January 19, 2007 meeting were recommended for approval, seconded, and approved as amended.

Introductions and Announcements

- Victoria Florit from the School of Education at InterAmerican Campus served as an alternate for Raquel Montequin.
- Mr. Kelly announced that the first of two reports is now in from OPPAGA, which reflects their audit last fall of 13 community colleges, related to transfer policy and practices on courses from private / for-profit institutions that are members of the state-wide Common Course Numbering System. Mr. Kelly also showed the committee a student grade report received by Ms. Power, which was returned by the U.S. Post Office dated 06-16-1966.

Special Agenda Items

- New Registration and Advisement Web Page.

Miami Dade College
College Admissions and Registration Procedures Committee
Meeting Minutes – April 13, 2007

Academic Affairs Report

- Dr. DeHart informed the committee that the Provost of Academic Affairs has decided that there will be no changes to the 24 credit hour elective block until the Academic Deans have received all the course work required for the approval. She also mentioned that the following criteria apply: (1) It must be Documented through SCNS (State Course Numbering System). (2) The Faculty Credentials must meet the SACS requirements. (3) The Faculty Credentials need to be at the Master's Level or Higher. (4) It must also be aligned with the Associate in Arts Program. The implementation date is scheduled for Fall 2008.
- Dr. DeHart also commented that although the Biotechnology and Bachelor's of Science in Nursing codes have been established, the BSN code is still awaiting implementation. Dr. DeHart also distributed an updated list of Program Codes and explained to the committee that due to the constant implementation of programs, it would be best to use the list on the website for future reference. In addition, Dr. DeHart explained that the General Education Requirements has become a very important topic of discussion. She stated that the Provost for Academic and Student Affairs will soon determine the date of the next meeting; therefore, assuring that faculty and staff are aware of the policies.
- Dr. DeHart mentioned that the Gordon Rule writing requirements for ECO 20123 will remain the same throughout the next Fall term, and the CAPE project is almost finished except for a nutrition course.

International Students Report

- Nothing to report.

Financial Aid Report

- Ms. Sarasti informed the committee that the U.S. Department of Education selected MDC for a Federal Program Review. This review will be conducted the week of May 7th. The purpose of this investigation is to make sure that all policies and procedures at MDC are in compliance with those of the U.S. Department of Education. The review includes: admissions and registration procedures, consistencies of procedures, consumer materials, etc. Staff conducting the audit will be housed at the Kendall Campus, and will review student files college wide.

Miami Dade College
College Admissions and Registration Procedures Committee
Meeting Minutes – April 13, 2007

- Ms. Sarasti also mentioned that there was going to be a change in the way students accept their awards. Students will now receive a notice informing them that their award is available for viewing through a new online award page. This page will allow them to complete the online form, and a confirmation number will be issued at the end. All of this information will be posted into the SAFE system each night. This is scheduled for implementation in 2007-08. Ms. Cooper suggested that the students should be informed during the orientation sessions. Ms. Florit inquired on the eligibility of EPI participants. Ms. Sarasti responded by saying that the U.S. Department of Education has approved these participants for financial aid effective 2007-1; however, they will not qualify for Pell Grants.

Proposed TMOP 1100.354030 Charge for Transcripts and Diplomas

- Mr. Kelly distributed to the committee Technical Manual of Procedures 1100.354030. This document will give clearance to MDC for the charging of official transcripts and diploma reorders. The Board of Trustees and the College's Executive Committee determined that charges be implemented by May 7th. Ms. Beltran suggested for signs to be posted and announcements placed on the web a week before the implementation date. The fees will consist of \$5.00 for official transcripts and \$20.00 for diplomas reorders. After a student graduates from a program of study, they are eligible for three free transcripts.

Soft Edit for PSAV > 450 Hours

- Ms. Cooper will work with Mr. Silvio Rodriguez from Institutional Research to resolve this issue.

AA to BS - Equitable Treatment for Transfer vs. MDC Native Students.

- Mr. Kelly spoke to the committee about problems arising with students who are transferring to MDC from other institutions with an AA Degree seeking a Bachelor's Program vs. Students who have earned their AA Degree at MDC and have also applied for the Bachelor's Program. It appears that the transfer students and the MDC students are being coded differently on the Degree Audit Report; therefore, causing the MDC students to have to take additional courses towards the Bachelor's Program. Mr. Jean-Bart will speak with Mr. Silvio Rodriguez from Institutional Research at the Wolfson Campus in order to resolve this issue.

<p style="text-align: center;">Miami Dade College College Admissions and Registration Procedures Committee Meeting Minutes – April 13, 2007</p>
--

Academic Calendars

- Ms. Creary presented the new Academic Calendar for 2007-09 at the Campus Registrars Meeting, and the committee agreed that several changes needed to be made. Therefore, Ms. Creary will present the revised Academic Calendar at the next meeting.

Tracking EPI program completers to report to the state.

- Ms. Florit informed the committee that tracking Educator Preparatory Institute (EPI) students who complete program 69000 is problematic and requires manual data management. These students are required to take 21 non-transferable institutional credits, as well as meet other conditions. Ms. Florit showed the committee a form that she uses to help her track these students. Mr. Kelly stated he would submit a Program Request Log to resolve the problem and Ms. Cooper suggested a degree audit for the program also be created.

Odyssey Report

- Ms. Morantes commented that most of her topics of discussion such as: official transcript fees and course name changes had already been discussed in the meeting. Nevertheless, she stated that the prioritization process of program request logs had worked out rather well. She also mentioned that the weekly meetings that she and Ewie Marais attend with Mr. Kelly, Ms. Beltran, and Ms. Creary have been very helpful in resolving many issues on a timely basis.

New Registration and Advisement Web Page

- Ms. Cooper gave the committee a demonstration of the new registration and advisement web page. This web page will allow students to do several things. They will be able to view degree programs and course descriptions, as well as register and view different courses at the same time. This website also includes options for graduation audit, and open class lists. Basically, this web page has brought the Odyssey System into the Internet.

The CARPC Meeting was adjourned at 3:15 pm. The next meeting is scheduled at the North Campus on Friday, May 18, 2007.