

Miami Dade College

College Admissions and Registration Procedures Committee

Meeting Minutes – September 21, 2007

A meeting of the College Admission & Registration Procedures Committee was held at the Kendall Campus, Room K-422 from 1:00pm – 4:00pm on Friday, September 21, 2007.

MEMBERS PRESENT:

Dulce Beltran, College Registrar
Nora Cooper, Adm/Registration, KC
Ferne Creary, Assist Col Registrar, District, KC
Regina Ferguson, Adm/Registration, HC
Floris Giol, International Students, KC
Sheri Goldstein, Assoc Provost, District, WC
Rulx Jean-Bart, Adm/ Registration, WC
David Kaiser, Information Tech, KC
Lily Lindo, Adm/Registration, MC
Nelson Magana, Adm/Registration, HC
Raquel Montequin, Program Mgr, IAC
Maria Morantes, Group Manager, KC
Jackie Power, Adm/Registration, NC

MEMBERS ABSENT:

Alex Baez, Registrar, IAC
Loretta Blanchette (CASSC), Mathematics, HC
Mollie DeHart, Academic Programs, WC
Isabel De La Serna, Registration, NC
Ana Demahy, Director, WC
Armando Ferrer, Dean of Students, KC
Rosa Ferrer, Bursar, WC
Jocelyn Legrand, Soc Sciences, WC
Ana Sarasti, Financial Aid – District, KC

GUESTS/RESOURCES

David Kaiser, Web Services, District @ KC
Bethany Ladd, Bursar, KC
Victor Pinto, Applications Development,
District @ KC
Andrew Seaga, Public Affairs, District @ WC

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

Approval of Minutes

- Minutes from the April 13, 2007 meeting were recommended for approval, seconded, and approved as presented.

Introductions and Announcements

- Bethany Ladd from Bursar's - Kendall Campus served as an alternate for Rosa Ferrer.
- Ms. Beltran introduced Ms. Cooper as the new Kendall Campus Registrar, and introduced herself as the new College Registrar.

Special Agenda Items

- Demo of New Home Page Layout and Design.
- Coding of Transients & Related Programming.

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Academic Affairs Report

- No report available.

International Students Report

- Ms. Giol reported that the new Student Innovation granted to International Student Services this year, allowed for the purchasing of some marketing and recruiting products from Hobson's, Inc. Dr. Goldstein allocated some additional funds to support the acquisition of these items. Ms. Giol also informed the committee that the Florida Association of International Educators Meeting (FAIE) would be held at the North Campus on September 28, 2007. Ms. Giol also added that Tere Collada from International Students at North Campus will be going to Turkey to recruit students.

Financial Aid Report

- Ms. Lindo commented that student financial aid refunds are being finalized, and will be ready to go out by next week. She also commented that they are still working on Bright Futures, which should also be finalized by the coming week.

Demo of New MDC Home webpage layout and design

- Mr. Kaiser and Mr. Seaga demonstrated a draft of the new MDC home webpage to the committee. He also informed the committee that our current homepage has 237 links and the new homepage will be reduced to 27; therefore, making it more user friendly and not as cluttered. The implementation of this new home webpage is scheduled for December 2007. Ms. Beltran informed the committee that the current students landing page would also be modified and enhanced. Ms. Lindo requested that the pictures to be shown on the website include a diverse population of students.
- Mr. Kaiser and Mr. Ed Eisel have made changes to the web pages were students view their grades. They have made it more difficult for students to cut and paste grades and/or manipulate data from the MDC webpages. Mr. Kaiser also showed the committee a new feature which will allow staff members to view the last screens visited by the students.

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Coding of Transients & Related Programming

- Ms. Cooper brought up the topic of **Coding of Transient Students**. She wanted to make sure that everyone was using the appropriate codes. The committee discussed codes: 39000, 39001 and 39002. They also discussed 30168. Raquel Montequin mentioned that the School of Education uses 39000 for certain classes. Ms. Beltran explained to the committee that the usage of some of these codes, i.e. 39001 would waive certain pre-requisite requirements and therefore, it would require further monitoring. Ms. Power inquired about the usage of these codes for both upper and lower level courses. Ms. Morantes reminded the committee that Odyssey was designed 10 years ago for the advisors; however, today, it is a complete different story, and different user rules have to be applied. Therefore, this issue will require further investigation.

Academic and Administrative Calendar

- The updated Academic and Administrative Calendar was distributed and the committee requested that the revision date be reinstated.

Odyssey Report

- Ms. Morantes thanked Ms. Beltran for assisting with the Prioritization Process. Ms. Morantes explained to the committee that the Payment Due Dates are conflicting between Odyssey and the Web. She also said that the VA and High Indicator requests had been completed. Ms. Morantes informed the committee that the Pilot Project requested by Dr. Moore from North Campus had been finalized. This project consisted of 10,000 North Campus Students, who had received e-mails advising them to meet with their corresponding chairs. FASTER changes were done and a new version was implemented. FCAT pilot testing implementation is currently taking place for Silvio Rodriguez. A student archiving process will take place on the weekend of October 26, 2007. Ms. Morantes suggested that a testing session be scheduled, so that the EPI credit type 15 conversion could be tested; implementation for this is proposed for February 2008. Ms. Montequin informed the committee that she would ask Ms. Victoria Florit from the School of Education to contact Ms. Beltran to schedule a meeting.

The CARPC Meeting was adjourned at 3:00 pm. The next meeting is scheduled at the Wolfson Campus on Friday, October 26, 2007.