

Miami Dade College

College Admissions and Registration Procedures Committee

Meeting Minutes – October 26, 2007

A meeting of the College Admission & Registration Procedures Committee was held at the Wolfson Campus, Room 3404-8 from 1:00pm – 4:00pm on Friday, October 26, 2007.

MEMBERS PRESENT:

Alex Baez, Registrar, IAC
Dulce Beltran, College Registrar, KC
Nora Cooper, Adm/Registration, 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
Jocelyn Legrand, Soc Sciences, WC
Lily Lindo, Adm/Registration, MC
Nelson Magana, Adm/Registration, HC
Jackie Power, Adm/Registration, NC

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
David Kaiser, Information Technology, KC
Raquel Montequin, Program Manager, IAC
Maria Morantes, Group Manager, KC
Ana Sarasti, Financial Aid – District, KC

GUESTS/RESOURCES

Lourdes Delgado, Advisement, WC

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

Approval of Minutes

- Minutes from the September 21, 2007 meeting were recommended for approval, seconded, and approved as stated.

Introductions and Announcements

- Ms. Lourdes Delgado from Advisement Services at Wolfson Campus was a guest at the meeting.
- Ms. Beltran informed the committee that Dr. Norma Goonen reported that new members will be appointed to the CARPC Committee. She plans to assign an Associate Dean, Two Faculty Members along with an alternate, and a Student from the Student Government Association (SGA).

Special Agenda Items

- CAPE Program

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Academic Affairs Report

- Dr. DeHart informed the committee of the Learning Outcomes & Mapping Covenant Signing Ceremony, held on October 19th at the Freedom Tower, in which the U.S. Secretary of Education was present. This project will place degree programs into alignment to demonstrate the learning outcomes of students upon completing their programs. The College is looking at a mechanism for mapping the learning outcomes. The project originally began with a focus on the 36 general education requirements but now has moved to focus on the entire program/curriculum. Dr. DeHart also added that SACS will return in 2010 to address the outcome of this project.
- Dr. DeHart commented that the State of Florida is requiring that all degree programs be reviewed in detail, and that any changes in Course Descriptions would have to go through CASSC. Dr. DeHart reported that a committee has been established to create policies on Bachelor's Programs, and that the Degree Audit for Education is making great strides with such programs as: Biology, Earth & Space, ESE, and Chemistry. Finally, Dr. DeHart explained that there is a possibility that the College Catalog will no longer be printed hardcopy. She stated that they were in the process of selecting a software company that would work on the Catalog and place it on the web.
- Dr. DeHart announced that the Bachelor of Science in Nursing program would be up and running by January 2008. She also informed the committee about four new Bachelor's of Applied Science (BAS) programs that will be submitted to the State of Florida by June 2008 to be implemented by January 2010. These programs are: Digital Film Documentary, Business Administration, Electronic Engineering and Allied Health. A College-wide committee to lead the work for these new proposed Bachelor's degrees will be appointed. Dr. DeHart explained that the B.A.S programs feed directly from A.S. programs and at this time do not lead directly to a graduate program.
- Dr. DeHart also informed the committee that Dr. Pamela Menke is the new Associate Provost for Academic and Student Affairs replacing Dwight Smith, and Beverly Moore Garcia is the new Interim Associate Provost for Faculty Initiatives. In addition, the position for Dean of Workforce Development is in its final stages of interviews, as well as the positions for Academic Deans at the North and Kendall Campuses.

International Students Report

- Ms. Giol informed the committee that the International Student Applications will be accessible on the web in approximately one week. She also mentioned that the first group of J1 (exchange) Visa Students will be coming to the Medical Campus from Saudi Arabia. Ms. Beltran added that the Admission Application for J1 Visa Students will soon be on the web as well. Mr. Jean-Bart inquired on the possibility of International Students taking Virtual Courses.

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Financial Aid Report

- No report available.

Revision to Finance/ Refund Policy on Registration Handbook.

- Ms. Ferrer mentioned that there were certain items in the Registration Handbook under the finance/refund section that needed correction. These items are listed on page #5. Please refer to the attached copy. Ms. Beltran informed the committee that it was a possibility that these handbooks would no longer be on paper format in the future due to the cost and the fact that they become obsolete by the time they are printed.

Higher Degree Waiving Gen/Ed Areas on Degree Audit Report.

- Ms. Cooper commented that the General Education Courses (Gen/Ed) have become an issue with the Degree Audit Report. It appears that if these courses are waived, no credits are awarded; therefore, deducting the total amount of credits needed to graduate. This issue may then cause problems with certain degree programs. Ms. Beltran stated that the Degree Audit Report should summarize the exact total of credits that were accepted and/or waived, along with the ones needed to complete any specific program. The committee agreed that this could be a programming error on the degree audit and Ms. Cooper agreed to work with Ms. Morantes in order to resolve this issue.

Transfer of Credits

- Ms. Giol inquired on certain items on **TMOP 1100:815110 Transfer of Credits**, located in the foreign credentials section. Ms. Giol felt that there was no mention of the Associate in Arts Degree. Mr. Jean-Bart explained that the paragraph makes mention of the Gen/Ed requirements; therefore, referring to the Associate in Arts Program. Ms. Giol also mentioned that item #4 shows the abbreviations as ESL and ENS. She requested that they be changed to EAP. Finally, on page #4, item 6 was also discussed. The committee motioned for this paragraph to remain as is.

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Odyssey Report

- Ms. Beltran reported on the clean up projects being performed with Odyssey. An example of this is the archiving and inactivating of student records. She also mentioned that Occupational Credits is another item which needs to be cleaned up. Ms. Cooper added that the degree audit is having certain problems with showing courses in progress for future terms and she will be working with the programmers to resolve this issue. Ms. Power inquired about the enrollment certifications still displaying incorrect enrollment date and Ms. Beltran explained that this matter is still being addressed.

Special Agenda Item – CAPE Program

- Ms. Giol asked Dr. DeHart if there had been any updates with the CAPE Program. Dr. DeHart explained that she had not received any recent information, but she would follow up with Silvio Rodriguez from Institutional Research at Wolfson Campus.

Florida Residency

- Ms. Beltran distributed the **Information for Florida Residency Classification** Form to the committee. This form shows the updated requirements needed to establish Florida Residency.

Holiday Schedule

- Ms. Beltran explained to the committee that all Student Services areas will be open for students on January 3rd and 4th 2008. This information has already been placed on the Academic Calendar on the College website.

The CARPC Meeting was adjourned at 3:35 pm. The next meeting is scheduled at the Medical Campus on Friday, November 30, 2007.

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Office of the Bursar

Below are recommendations to update the Financial Information and the Refund Policy write-ups that are provided in the student's registration catalog. (See attached page from the Fall 2007-1 catalog.)

Recommended changes under the heading **"REFUND POLICY"**:

- F. Refund monies are processed as soon as possible after the refund deadline, and should be received within 30 days after the start of classes.
- G. Refund for matriculation, tuition, or any special fees paid by credit card will be credited back to the card used for payment.
- H. Refund for matriculation, tuition, or any special fees paid by cash or check will be processed via the **MDC OneCard**.

Recommended changes under the heading **"FINANCIAL INFORMATION FOR 2007-08"**:

- 3. Credit card payments can be made in person, phone, or on the Web. They cannot be accepted by mail.

Recommended changes under the heading **"GET YOUR REFUND MONEY FASTER!"** (Second Paragraph).

Effective Spring Semester 2007, refunds for fees paid by cash or check will be processed through the **MDC OneCard** system.