MEMBERS PRESENT:

- Alex Baez, Registrar IAC
- Dulce Beltran, Adm/Registration, KC
- Rulx Jean-Bart, Adm/Registration, WC
- Nora Cooper, Advisement, KC
- Ferne Creary, Assist College Registrar, District – KC
- Armando Ferrer, Dean of Students, KC
- Rosa Ferrer, Bursar- District Adm.
- Floris Giot, International Students, KC
- Harold Harper, Applications Development, KC
- Steve Kelly, College Registrar, District - KC
- Lily Lindo, Adm/Registration, MC
- Jackie Power, Adm/Registration, NC
- Ron Vorp, Instutional Research, District – WC

MEMBERS ABSENT:

- Alan Berkey, Asst. Academic Dean, KC
- Toni Bilbao, Assoc Provost, District - WC
- Regina Ferguson, Adm/Registration, HC
- Pat Lassiter (CAASC), Allied Health, MC
- Isabel De La Serna, Registration, NC
- Jocelyn Legrand, Soc Sciences, WC

VISITOR (S):

- Ken Marquard, Access, WC
- Darla Green, Adm/Registration, KC

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

Approval of Minutes
The minutes from the February 27th 2004 meeting were approved with corrections.

Introductions and Announcements

Special Agenda Items
- Evaluation of Transcripts for TABE
- Automatic AS Credits Enrollment
- Graduation 2003-2
- Graduation for Future Terms
- Data Mailers-Students who have applied for Graduation
- Facilities Room Inventory Problem
- Virtual College
- Audit
- Grade Change to Last Date of Attendance
- Full Class Override
- Report of Non High School Graduates
- Incomplete Evaluation Transcript
- Transcript Evaluation EAP and Financial Aid
- Z-1: Course Holds
- Z CAT and Z FIN: Automatic Exemptions for Repeat Surcharge
MDCPS and MDC Meetings
- 3 weeks ago –Jackie at North Campus
- Repeat at Kendall, Wolfson
- CAP Advisors
- Dual Enrollment
- Financial Aid
- May 17th 2004- Kendall in conjunction with New Student Center

Request for Programmatic Purging of Room Inventory
- Gary Gosnell
- 99-1…?
- Manually to each reference number from 99-1 to now TBA
- Have list of rooms- if Harold can program to TBA
- Objective- to delete
- Gary Gosnell- email list of rooms to Harold

AD SO MO and Bachelors Program
- Students not being graduated before/after AA is awarded
- School of Education will change to Bachelors Program
- If the Bachelors Program is not primary program will be OK.

Non Degree Student Objective Coding
- Primary Code ND inactivate Degree objectives
- Primary DC inactivate ND- problem if ND is primary
- When student graduates with AA if student has an active AS – change to active program objective.
- Exclude 30162,30168
- Problem for State reporting- Harold will program and advise

Students with Disabilities reporting from Odyssey
- Odyssey not meeting some of college’s requirement for reporting disability services mandated by Federal Government
- Determine Budget for each campus
- New funding formulae- number of credit hours
- Serving students who are not registered
- Course substitutes and CLAST requirements…?
- Able to have column for student so we can document services student received per semester, even though student is not registered
- How many students serving who are not currently registered
- State report picks up students registered and disability
- Funding at each campus based on formula- number of credits registered
- Dr Ferrer- State may have concerns that we…?
- Funding Issues- send proposal up through the Dean of Students
- One time process- not term by term
Dr Ferrer has a number of concerns
- List of data elements, proposals for best approach
- Rulx- Use SRM as a means of tracking-college wide database
- Harold- Odyssey will track if students registered
- Work with Dean Robinson on other areas of support

**Tech Prep Update**
Ferne, Jackie and Steve will complete form and procedure
April 15th 2004 1:30 pm

**Special Agenda Items:**
**Evaluation of Transcripts for TABE**
- Graduation 2003 –2:
  - Directors of advisement will have access to override for graduation purposes
- Ron Vorp- TABE exemption screen has no connection to Testing and Registrars
- Rulx to discuss with Silvio regarding a progress
- TABE exemption done by testing is not being reflected on Degree Audit
- Transcript Evaluators not getting transcript

**Automatic AS Credits Enrollment**
- Awaiting codes to Harold
- Need table to link
- Ron sent information to Harold
- College Credit Certificate

**Graduation 2003-2**
- Grades due by May 1st at 12 noon.
- Rejected List due 24 hours after grades
- Maybe using new Degree Audit System
- Will have to graduate by hand transfers …?
- Credit Students
- Drops for prerequisite report has been cleaned up (1193) will test
- Error List Alphabetical with ID’s
- Suspensions included
- 1123- Student needs advisement
- Students will be automatically dropped

**Graduation for Future Terms**
- Should not allow a date in the future
- Need to specify the correct date of graduation
- Need an edit for graduation if date is for future
- Default date is end of term- End of Session
- Soft Edit- press enter to accept
- Dulce, Nora and Steve
- For Summer- cannot have two default dates - uses end of main summer session
Ask Harold to make edit on Hard Edit
Consensus- Hard Edit

Graduation Data Mailer
- System sending two data mailers: one for AA and AS
- Should have only sent one
- GR GA Screen- AA’s

Admissions Acknowledgement Letter
- If information is incorrect, please call
- Students are calling to have problems fixed by phone
- Dulce will work on changing language and give to Harold
- Transcript Incomplete…?
- When faster school- on admissions letter, we do not ask for transcripts as we get them electronically.

Virtual College
- Web Admissions out of country-coding undocumented
- AP CC has Code X
- Virtual College Student not in US- RG MT MT- same table

Audit
- Is Audit counted as an attempt for surcharge after 100% refund period?
- Cannot register for Audit after 100% refund
- Ferne, Steve and Harold
- Students at Kendall need to go through…?
- Deadline for audit is the 100% refund date of the term
- Students in unpaid status…?

Grade Change to Last Day of Attendance
- James sent list to Harold (3 students)
- Grade Change of NR to F done in SR A
- Early January once grade is in Academic History there is no way to record NR to F
- Faculty must provide last day of attendance
- Need to capture last day of attendance: NR assigned by system
- Changing NR to anything is difficult to capture last date of attendance
- WI- not requesting last date of attendance: RG CA MR
- All purge rolls
- Can capture last date of attendance
- Dr Ferrer concerns- prefer to allow faculty to drop student with a W after purge roll
- Need communication to Faculty
- 30%-40% Adjunct Faculty
- Academic and Student Deans- send memo to faculty
- Process all student drops through purge rolls or cards.
- Use RG RG if there is no date
Dr Ferrer- Inst. Has to address- Gabe Yanni working to address problem.

Full Class Override
- RG RG LR: Nora- too many use X to override
- Academic Advisors can no longer have access to override

Report on Non High School Graduate
- Non HS first time in college should not be eligible to register for Summer A
- Harold will run a list by campus

Incomplete Evaluation Transcript
- Posted on the transcript evaluation log
- Transcripts electronically evaluated shows as an obligation
- AD CR TR- Rulx will research

Transcript Evaluation EAP and Financial Aid
- Students in EAP cannot have transcripts evaluated until Level 6.
- Exceptions on a case-by-case basis
- Cannot be done systematically, there is not enough man power
- Contact Rulx for exceptions

Z-1 Course Holds
- Was created for the 150% hold
- Done once not stopped from releasing transcripts…?

Z CAP and Z FIN Automatic Exemption for Repeat Surcharge
- Legacy:
  - 1 for extenuating circumstances (Z CAP)
  - 2 for Financial Aid hardship (Z FIN)
- Business rules
- Same automatic function in Odyssey as Legacy
- Check with State

Next Meeting
The next meeting has been scheduled for Friday May 21st, 2004 at the Wolfson Campus.

Today’s CARP meeting adjourned at 4:00 pm.

Distribution
Committee Members
Student Deans
Community Education Chairpersons