MIAMI-DADE COMMUNITY COLLEGE
College Admissions and Registration Procedures Committee

Minutes of the July 12, 2002 meeting. The meeting was held at the Wolfson Campus in Room 5507.

MEMBERS PRESENT:  
Mercedes Amaya, Registrar, MC  
Dulce Beltran, Assist. Registrar, KC  
Gerald Carley, Bursars, Dist, NC  
Armando Ferrer, Dean of Students, NC  
Harold Harper, Comp. Applications Prog., KC  
Rulx Jean-Bart, Registrar, WC  
Ana Lien Montero, Recorder, DARS, WC  
Jackie Power, Registrar, NC  
Tom Stewart, Col. Registrar, Chairperson, KC

MEMBERS ABSENT:  
Cecilia Bermudez, Registrar, HC  
Alan Berkey, Associate Academic Dean, KC  
Steffi Durnberg, Advisement Director, KC  
Floris Giol, Int’l Student Advisor, KC  
Kenneth Lee, Faculty, MC  
Jocelyne Legrand, Faculty, WC  
Lourdes M. Perez, Registrar, IAC  
Kenneth Tague, Financial Aid Director, NC  
Ron Vorp, Institutional Research, District WC

DRAFT

Approval of Minutes: The minutes of the June 20, 2002 meeting were approved with corrections.

Announcements: The following announcements were made:

Mr. Stewart announced Travis Brown is now the new Director of Student Work Programs. There are two Financial Aid Director positions open and they are for the Wolfson Campus and the North Campus.

Mr. Harper announced that Gabriel Yanni has been promoted to Associate Vice Provost of Computer Services. Victor Raymond is now the new College Web Master and Rene Ramos is now in charge of the Web Group.

Mr. Stewart announced that there is going to be a meeting next Thursday morning to discuss how the college is going to respond to the SEVIS requirement.

Mr. Stewart announced that Medical Campus needs to make a budget transfer to cover the expense of Registration Handbook.

Special Agenda Item:  
- Web Registration Tutorial  
- Changes to Residency  
- Report For Selecting Registered Students Who Have Coverage For The Fall Term  
- Unmatched Transcripts/Prospects  
- Purge Rolls and Class Rolls  
- Florida National College  
- Clearinghouse  
- High School Registrars  
- Easy Caller  
- Sexual Predators
Academic Affairs Report: There was no report submitted.

Financial Aid Report: Ms. Amaya reported that the book loan is now officially automated and will be called “Book Advance.” The students who have financial aid will go directly to the bookstore with their award letter to open their account. The amount of money spent will be deducted automatically from the award. The number of credits the student is enrolled in determines the award amount.

Financial Aid is currently working on a report, which lists students who have dropped below six credits and have a loan. The purpose of this report is to be able to identify these students and send them a letter within 30 days from the last date of attendance. This letter will notify the student that they have dropped below six credits and six months thereafter they must start making payments. There is a form these students must complete which confirms the student had a loan. Even if the student fails to sign and submit the form, the College is required to send the above-mentioned letter to the student and a copy must be kept in their record.

All the awards for the Fall Term have gone out.

Mr. Stewart mentioned that August 5th is the date the system will start dropping students for non-payment. Students who have financial aid coverage will not be dropped until after August 23rd.

Institutional Research Committee Update: Mr. Jean-Bart stated that the last meeting was in April. At that meeting, the hold 1157 was discussed. This hold is for students whom are degree seeking, first time in college, and the testing requirements were overridden.

The list from Wolfson Campus was examined and it was found that most of the students on the list had taken the test and the testing department did not enter the scores in a timely manner. The scores were given to the student and Advisement would override the required. The Testing Department Directors were asked to enter the scores in the system before they are given to the students.

The other issue discussed at the meeting was the miscoding of students. There are students that enroll at the college just to upgrade their skills and they are coded as AA or AS. In cases like this one, the advisors should change the program objective to non-degree seeking instead of overriding. Mr. Stewart mentioned that this procedure should be done college-wide.

The other concern expressed was EAP students getting the hold 1157, even though they have taken the EPT test. Mr. Harper explained that the hold should only come out if these EAP students are taking any courses other than EAP.

Their next meeting is some time in September.

STAR Service Update: Mr. LaRoue mentioned that the system is working properly and no problems have been submitted.

Mr. Stewart mentioned that the last report reflected the usage college-wide was down by six percent.

End of Term Grade Processing: Mr. Stewart stated that the grade processing for Summer A went very well. The run for Summer A lasted approximately 5 hours and for the Spring Term was 19 hours.
Mr. Stewart announced that he will not be in town for the Summer B grade processing. Jackie Power and Mercedes Amaya volunteered to be the contact person in case of any problems during his absence. Ms. Amaya would be the lead person in case the deadline for inputting grade needs to be extended.

**Academic and Administrative Calendar:** Mr. LaRoue distributed copies of the Academic & Administrative Calendar for the Committee’s review.

These are some of the changes that were suggested:

- The number of class rolls distributed will be decreased from 6 to 3 per term. The * for purge roll should always be the last class roll.
- Saturday hours should be changed to 8:00 am to 12:00 pm

It was agreed that more time is needed to go over the calendar, therefore, Ms. Montero will make the changes discussed and forward to the Registrars’ for more review and discuss it at the next CARP meeting. Mr. Stewart will forward to Ms. Montero the rules for calculating the dates. This will assist her in creating future calendars.

Ms. Beltran mentioned that some faculty members at her campus were confused when their class rolls listed two purge roll dates. Mr. Stewart stated that there is going to be only one purge roll date and it should be reflected on the main session code under date code 29.

**Odyssey Training:** Mr. Stewart announced that at the Registrars’ meeting this morning it was agreed to have two training sessions. The first training will be on September 27th. At this session, advisement, overrides, degree audits, and graduation will be discussed. All interested parties will be invited. The second training will be in the morning of October 4th. At this training, classes and events will be covered.

After a lengthy discussion, the Committee agreed to schedule future trainings during the academic year.

**Odyssey Report:** Mr. Harper submitted the following Odyssey report:

- The CT&D registration system in the process of being finalized. A massive batch job will be run to add employees who are not on the student file.
- Because of the complexity of finance, the Port will not be implemented until September 23rd. However, some changes that came in the Port will be implemented prior to September 23rd. A list of the changes needed was created, reviewed and starting next week some migrations and testing will be done.
- The scheduling clerks should start sending to Ms. Montero the session codes that needs to be rolled over for the Summer Term.
- The dropped and failed prerequisites program is working much better but the system is not using the table assigned properly.
- Approximately a week ago a mass e-mail was sent out to students reminding them of registration deadlines. A system is being set up that will allow Registrars to generate either data mailers or e-mails through the GAP. Mr. Stewart suggested including on the e-mail the students ID number for future reference.

The next CARP meeting will be Friday, August 16 at the Medical Center.
Special Agenda Items:

Web Registration Tutorial – Ms. Power distributed copies of a tutorial manual that was created by Network Services at the North Campus in an attempt to increase the number of enrollments. Copies of the manuals are placed next to each terminals for easy access. The Committee went over the manual and was very impressed. Dr. Ferrer suggested making the manual available to all SLS classes throughout the College.

Ms. Power’s suggestion is to install a similar tutorial on the front page of the Web registration. The tutorial is ready to be installed on the Web if the Committee approves. Mr. Harper suggested forwarding the tutorial to Rene Ramos and Ken Blye. Ms. Power will forward the file to Mr. LaRoue with copies to Dr. Ken Blye and Mr. Ramos.

Change to Residency Report: Mr. Power stated that in the Legacy System a daily report used to be generated indicating all changes in residency. She asked if such report could be generated in the Odyssey System. After further discussion, Mr. Harper will create a report and the following information would be listed: Student name and ID number, home campus, term, old and new residency code, user ID and name, admission & readmission term.

Report of Selected Students With Coverage for the Fall Term: Ms. Power explained that the North Campus has approximately 4,266 students in the unpaid status and only 10 percent has paid. Ms. Power suggested adding to the GAP report a flag to select students who have financial aid coverage. This report will assist the financial aid staff.

Ms. Amaya mentioned that she has been trying to run a report of students who have dropped out of all their classes or failed. Currently, the GAP report does not have term GPA as a selection. It only has cumulative GPA.

After a lengthy discussion, The Committee agreed the Financial aid flag and the term GPA should be added to the GAP report. This report will list students who received all “W”, “F”, and “I” grades and have financial aid.

Mr. Harper explained that adding the financial aid flag to the GAP report is not difficult because there is no file change involved. However, adding the term GPA as another selection does require a file change and that takes time. Dr. Ferrer stated the importance of having such report and Mr. Harper will work on it.

Unmatched Transcripts/Prospects: Ms. Power stated that at North they have been receiving many transcripts from students that are interested in coming to this institution but have not applied yet. When the student information is entered under the prospects screen and edit error comes up requiring the primary language. Ms. Power is requesting adding the primary language to the prospect screen. Mr. Stewart explained that would cause many edits to come up. After further discussion, the Committee suggested to continue entering the information in the transcript request log with a comment stating the graduation date and diploma type.
Florida National College: Mr. LaRoue informed the Committee that some of our staff have been informing students that Miami-Dade does not accept credits from Florida National College because that institution is not accredited. The Registrars were asked to please inform their staff that we do accept their credits and that Florida National College is regionally accredited by SACS. Dr. Ferrer suggested informing the Academic Advisors.

Clearinghouse: Mr. Stewart mentioned that he forwarded a 20-page document to all the Registrars to fill out. The Clearinghouse will stop their services in the future if each campus does not submit their document. Dr. Padron must sign the document before forwarding.

Dr. Ferrer mentioned that the contract with Ed Verify has been signed

High School Registrars' Meeting: Mr. Stewart mentioned that he has for many years hosted the High School Registrars’ Meeting, which covered the south end of the county for Homestead and Kendall. Wolfson also hosted a meeting, which covered the North end. Mr. Stewart stated that these meetings are great public relations and is suggesting continuing with these meetings and asked for volunteer to host two meetings to cover opposite ends of the county.

Ms. Power volunteered to host a meeting for the North end of the county with the assistance of Medical and Wolfson campuses. Ms. Beltran will host the South end of the county with the assistance of Homestead Campus. These meetings should be scheduled some time in March or April. All New Student Centers will be asked to assist.

Easy Caller: Dr. Ferrer stated the division budget has been approved but not yet funded.

Sexual Predators: Dr. Ferrer informed the Committee that the Legislature has included post secondary education institutions in the law. He attended a meeting with the Florida Department of Law Enforcement and at the meeting they explained that sexual predators who are attending as a student or working at a community college, must register with a law enforcement official. The official will notify the institution. The College will have to create a way to inform our students that these individuals may be on the campus.

The meeting adjourned at 3:00 pm.

DISTRIBUTION:
Committee Members
Student Deans
Community Education Chairpersons