

## **Matriculation Advisory Committee, Moreno Valley**

Meeting Minutes

*Wednesday, November 4, 2009*

**Chaired by:** Dr. Lisa Conyers, Vice-President, Educational Services

**Present:** Ignacio Alvarez, Dr. Lisa Conyers, Jeanne Howard, Susan Ingham and Carmen Reaza

---

- Introductions and welcome by Dr. Conyers. Meeting called to order at 2:35 p.m.
- Carmen Reaza reminds the group of the charge given in regards to the Matriculation Plan.
- Dr. Conyers gave a brief overview of what Matriculation is and the process. Excited about reinvigorating the Matriculation Advisory Committee, a presentation was made before Academic Senate and invitation letters were sent to Moreno Valley full-time faculty to spark interest in committee participation.
- Ms. Howard had questions regarding how our services are being recorded and subsequently reported in our MIS report to the state with regards to one semester educational plans. Dr. Conyers to bring in Raj Bajaj on November 12, 8:30 to 9:30 a.m. tentatively to address some of these concerns.
- Matriculation will possibly be moved to the 3<sup>rd</sup> floor of the Student Services building in the near future.
- Admissions Update by Ignacio Alvarez:
  - Gearing up for Winter term.
  - Previously students who received authorization codes before classes began were not able to register for those specific courses until the first day of school. Special authorization may be given for exceptions.
  - Student Service hours of operation are:
    - Mon, Tues and Thursday 8 a.m. to 5 p.m.
    - Wed 8 a.m. to 6 p.m.
    - Fri 8 a.m. to 4 p.m.
  - Staff members are currently attending user support training for the new Hershey's scanning system that will be implemented.
- Assessment Update by Ignacio Alvarez:
  - Currently, office hours are available at:
    - Moreno Valley on Monday and Wednesday.
    - Ben Clark on Thursday evening, Friday afternoon and Saturday morning.
    - Calendars are available online.
  - ESL One-stops are scheduled for Spring semester
- Counseling Update by Jeanne Howard:
  - Online Orientation
    - Question: How will this be reported in Datatel?
  - Counseling services available at Ben Clark and March Dental Educational Center.
  - Assessment services are being provided to correctional officers at local jails to assist in furthering education.
- Discipline representation by Susan Ingham:
  - Faculties in the English discipline are regrouping so that they may participate on committees in areas of interest.
  - Lab hours are being provided to students taking English 50 at Ben Clark.

- Committee members' homework assignment is to review the Matriculation Plan for any revisions or changes which will be discussed at the next meeting.
- Meeting adjourned at 3:10 p.m.