

Matriculation Advisory Committee, Moreno Valley

Meeting Minutes

Wednesday, December 2, 2009

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

Present: Ignacio Alvarez, Patti Bufalino, Dr. Lisa Conyers, Susan Ingham, Sheila Pisa and Carmen Reaza

- Introductions and welcome by Dr. Conyers. Meeting called to order at 2:45 p.m.
- Dr. Conyers informed the committee members that there is no immediate need to revise/rewrite the Matriculation Plan at this time, thus we are not on a deadline. However in our continued efforts to provide services to our students we shall, as a committee, continue to review and revise the Matriculation Plan as needed.
- Ms. Ingham had items in the Matriculation Plan that needed clarification:
 - Admissions Component
 - #11 pg. 6 – How are LEP students identified and directed to service?
 - #4 pg. 6 – Question regarding bilingual employees who are willing to assist students whose primary language is not English. How does the process work and who is qualified?
 - Orientation Component
 - #9 pg. 9 – Clarification on who is exempted and on what criteria. Criteria identified on page 12; Goal 11, B.
- No Admissions Update.
- Assessment Update by Ignacio Alvarez:
 - Assessment test is for students to know where they need to begin. Assessment center staff addresses the issue of test anxiety by calming the student. Some students don't even have the computer skills to navigate a mouse.
 - It is estimated that 2% to 3% of the returning students using assessment services have difficulty with the basic functions of turning on the computer and navigating the mouse and keyboard. Assessment staff walk these students step by step through the process assisting the students in completing the assessment test.
- No Counseling Update.
- Discipline representation by Susan Ingham and Sheila Pisa.
- Meeting adjourned at 3:30 p.m.