

# MATRICULATION ADVISORY COMMITTEE MEETING

## Minutes

Thursday, November 15, 2007

2pm-3:30pm

**Chaired by:** John Thrower

**Present:** Ignacio Alvarez, Lisa Frantz, Yoshi Palomo, Latonya Parker, Donna Plunk, John Thrower, Carmen Valencia

**Absent:** Kimberly Brooks, Daria Burnett, Jose Duran, Gregory Elder, Lori Fiedler, Jonell Guzman, Diane Marsh, Delores Middleton, Frankie Moore, Maria Pacheco, Larry Peña, Sal Soto, Louis Tamayo, Valarie Zapata

### **Welcome:**

Meeting called to order at 2:00 pm- Welcome

**Updates:** Updated committee members by deleting inactive members who have changed campuses, are no longer employed by RCC or have representation from their department. Members removed are: Ed Alvarez, Gail Byrne, Madelaine Dibler, Judith James, Akia Marshall, Joe Reynolds and Lizette Tenorio.

- Ms Parker was assigned to the Orientation and Counseling/Advisement sub-committees at her request.
- Ms. Palomo was assigned to the Assessment and Counseling/Advisement sub-committees at her request.
- Ms. Frantz volunteered for the Admissions and Assessment sub-committees.
- Mr. Alvarez volunteered for Orientation sub-committee in addition to the Assessment sub-committee he currently serves on.
- Ms. Valencia volunteered for the Admissions sub-committee in addition to the Orientation sub-committee she currently serves on.
- Mr. Thrower was changed from Student Follow-Up sub-committee to the Admissions sub-committee. These changes will be made to the Matriculation Plan.

**Admissions:** *John Thrower, Student Services Supervisor*

Information Services is to upgrade Datatel with Release 18 which will make changes to back end of the system that the user will not see. This upgrade will take several days and probably will not happen until after Christmas.

Questions:

- Ms. Parker asked about the problems students are having with Web Advisor with regards to the error prompt stating that the maximum cookie values has been reached. Mr. Thrower referred to the e-mail which gives the steps to remove the cookies which should allow the student to log in to Web Advisor.
- Ms. Frantz asked about priority registration for staff. Mr. Thrower stated that staff wishing to participate in priority registration should send that request via e-mail to Gail Byrne.

Evaluations: Ms. Frantz

**Assessment:** *Ignacio Alvarez, Educational Advisor*

Accuplacer has transferred to a new platform which is more user friendly, however is more time consuming. Students who were instructed to allow one and a half hours testing time are now instructed to allow for at least two hours to complete the test. Benefits for proctors and employees with access to Accuplacer are that all tests are located under one user id. The site manager is listed as the proctor and is able to make updates

and corrections without having to refer to the Accuplacer support center. The old platform is still operational for reports and placement results.

Our last ESL One-Stop only had 9 students. We need to promote our ESL program through our outreach efforts in the community and at the feeder higher schools.

Question posed: Are there tutorial services available to ESL population?

Our tutorial services does not currently have any ESL tutors, however the writing lab which provides tutorial services for English students, may provide services for ESL students as well.

The concurrent admissions deadline for the Winter 08 term falls on a Friday. Student services closes at 12:00 p.m. on Fridays. Two of the three assessment centers are not open that day. The assessment center providing service that day. Moreno Valley, is proctoring an ESL test at 8:30 a.m. Students will be in classes at their high school and may not make the November 30<sup>th</sup> deadline. Our deadline is posted on flyers, on the website and on the school/parent approval form. Assessment will make efforts to remind students of this deadline when they are on the high school sites testing students. The Matriculation Specialist will also give the Outreach department half sheet flyers to pass out at the feeder high schools reminding students of the deadline. Students are able to take the concurrent admissions test at any time during walk-in testing at all three campuses.

**Counseling:** *Yoshi Palomo, Counseling Clerk II*

ESL One-Stops have increased from:

4 in Winter 2006 to 6 in Winter 2007

5 in Spring 2006 to 8 in Spring 2007

The ESL classes are filling unlike precious years where they were cancelled for low enrollment. The need is there for the ESL population. There has been discussion about a pilot program for ESL students.

The MAC members were asked what their thoughts were about the recent article in the Vista Times that negatively depicted our Counselors at the Moreno Valley campus. Not everyone had read the article. Those members, who had read it, stated that it was just one students opinion and the number of students who go through the AOC process and the students graduating from Moreno Valley speaks volumes as to what our counselors are providing for our students. On the positive side, it shows a need for more Counselors on the Moreno Valley campus who now also serves the Ben Clark Training Center and the March Education Center.

**Open Discussion:**

The MAC members present started to go through the Matriculation Plan beginning with the Admission component, goals 1 though 4. It was evident that time constraints would not allow the committee to complete the task at hand. The committee agreed to come together again within the next two weeks, having read the matriculation plan and being prepared to discuss changes.

Meeting adjourned at 3:30 pm

At the request of the committee a meeting will be scheduled for Thursday, November 29<sup>th</sup> or December 6<sup>th</sup>, 2007 from 2-3:30pm; room TBA