

## **Matriculation Advisory Committee**

Meeting Minutes

*December 3, 2009*

*Present:* Sharon Drake, Margarita Shirinian, Koji Uesugi, Nick Franco, David Payan, Tricia Hodawanus, Natalie Aceves, Dr. Green, Melissa Bader, Fernando Salcedo, Rita Perez, Cynthia Acosta, Stephanie Kyriakos, Maria Maness

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### **Welcome**

Dr. Green welcomed the group and opened the meeting by addressing Matriculation funds. Matriculations budget has been cut by approximately over 65%. The campus is still waiting to hear from District on how the one-time ARRA Funds (Federal) will be applied to Matriculation and possible backfill to cover permanent positions. Matriculation funds are suspended with the exception of permanent staffing expenses.

Student Spotlight will continue quarterly for the Norco Campus. Anyone interested in highlighting a student for the quarter may contact Maria Maness. Check out Norco's October Student Spotlight [www.rcc.edu/services/matriculation/OctoberStudentSpotlight.cfm](http://www.rcc.edu/services/matriculation/OctoberStudentSpotlight.cfm)

### **Counseling Changes**

#### *Online Student Orientation*

Nick Franco announced the trial of the upcoming Online Student Orientation for winter 2010. The order of AOC still remains, students will be required to apply online, assess, and then follow through with an online orientation from the comfort of their home. All uploads will continue to be done daily. Cynthia Acosta will check with Jefferson regarding the addition of a hyperlink for students to make their counseling appointments online.

#### *Online Academic Review Tool*

Students obtaining Certificates and AA/AS degrees now benefit through the use of using the new Academic Review tool online. Students select the degree and/or certificate of choice and the system will identify RCC courses completed towards degree/certificate. Courses from outside institutions are not included in the Academic Review.

#### *E-SARS*

Students can now make an appointment online with a counselor of their choice up to two weeks in advance.

### **Discipline Reports**

#### *English*

Melissa Bader announced the statewide change towards the General Education requirements; students will now be required to complete English 1A and Math 35. In addition, she shared with the group the advantage of using Twitter to communicate with Norco students. Maria Maness will check with Jefferson on what steps to take to implement Twitter to communicate with students.

*ESL* - Margarita Shirinian announced ESL Day for Spring 2010.

## **Early Alert**

Maria shared with the group the importance of Early Alert and the need to close the gap. The group brainstormed and discussed ideas on how to improve Early Alert at the Norco Campus. Faculty suggested more frequent e-mail reminders and the possibility of extending to 50% of the time as opposed to 30%. One noted problem is that not all students have RCC e-mails and therefore may not be receiving the Early Alert e-mail letter.

The follow up component committee will continue discussion towards the improvement of Norco's Early Alert.

## **Bringing MAC Alive!**

Deferred until next meeting.

***Next meeting: Thursday, March 4th, 2-3:00  
Assessment Center***