

MATRICULATION ADVISORY COMMITTEE MEETING

Minutes

Thursday, December 6, 2007

2pm-3:30pm

Chaired by: Monica Delgadillo-Flores

Present: Lilia Acevedo, Isabel Alanis, Lorraine Anderson, Sandy Baker, Mike Barnes, Claudia Castro, Eileen Colapinto, Kenneth Cramm, Lupe Delgadillo, Monica Delgadillo-Flores, Marilyn Jacobsen, Judith James, Charlene Jeter, Gary Jimenez, David Lee, Kelly Loveridge, Daniel Martinez, Lily Martinez, Shona Mitchell, Jodi Mowrey.

Absent: Tim Brown, Michael Carrillo, James Cregg, Tabitha Fuller, Sandra Goulsby, Rafal Helszer, Ellen Kime-Hunt, Paula McCroskey, Cecile Rubin, Rogelio Ruiz, Cindy Taylor, Eugenia Vincent, Don Wilcoxson, Kristi Woods.

Welcome:

Meeting called to order at 2:05pm- Introductions

Featured Guest: *Dr. Edward Bush, Vice President, Student Services* shared a brief update regarding California's Basic Skills document and the importance of student success. On January 17, 2006 the Board of Governors of The Community Colleges adopted the final draft of the Basic Skills Strategic Plan. The plan includes five strategic goal areas: college awareness and access; student success and readiness; partnerships for economic and workforce development; system effectiveness; and resource development. The Board of Governors developed a Consultation Committee to have members look at the different assessments offered at community colleges in the state. Dr. Bush asked "How can we set a uniform/common assessment to help student succeed?" Measures of success are measured by numbers therefore, Dr. Bush hopes to use SLO's to measure student success in order to set up an assessment standard measurement. This will help create a set bench mark to learn about student retention, graduation etc. as related to Student Services and Matriculation. We, as a college, need to engage students to the colleges' services because we know that the students who need the services don't seek the services. Intrusive Student Services, seeking to be the initiator of first contact and intrusive of student follow up, needs to be implemented in order to contribute to student success. For example, how does faculty know if students followed up with Early Alert recommendations? New Report speaks about the institutional role and student's engagement. For example, the only place adult learners engage is in the class room - at this time faculty will need to introduce students to the entire school body. Data driven decisions is what Student Services hopes to accomplish. The need of collaboration between faculty and Student Services such as counseling liaisons and the Developmental Education Committee are steps toward becoming a successful institution.

Campus Updates:

Developmental Education Committee, Counselor, Ellen Brown-Drinkwater introduced the Community of Academic Progress (CAP) program. The program is designed to allow students to work on their prerequisites while taking transferable courses. The program offers Learning Communities where students enroll in grouped or paired courses that share common themes, activities, and assignments. Since the courses are linked, students take these classes as a group, allowing students and faculty to work and learn together. The program offers guaranteed registration, personal college/program orientation, supplemental instructional

leaders, field trips, and much more. MAC member, Kenneth Cramm, teaches a paired arithmetic course with Victor Sandoval and agrees this program is beneficial to the students.

Admission & Records: *Dean of Admission, Lorraine Anderson* shared information regarding office updates including new counter tops and changes to the Admission and Records and Counseling lobby. Thanks to the collaboration of the Matriculation Specialists, Admission and Records has extended the High School Concurrent Admission deadline dates for the Fall and Spring semesters. Spring deadline has been extended to January 31st from January 15th. Fall semester deadline is now August 15th, originally July 31st. The 100+ Unit Policy will no longer be of use. These students will maintain their registration dates. Veterans who have been discharged within the past 2 years will receive priority registration. Veteran's priority registration has now started. Please contact Veteran's office for further information. New welcome letters have been developed for Veterans and High School Concurrent Admission students. Waitlist is back for Winter and Spring. Over 1500 students applied for waitlist. Students on dismissal status can be added to the waitlist however, will not be automatically moved up because of their academic standing. These students will need to register in person.

Career Transfer Center: *Counselor, Eileen Colapinto* introduced the services offered by the Center. The Career Transfer Center is open to help students register and use programs to help student navigate through the college experience. There are a total of 12 computers available for student access. Assessment programs are offered to help students with a variety of services such as: career assessments ranging from \$2-\$16 (through Counselor referral), counseling appointments to interpret career exploration tests, guest speakers from different career fields, transfer workshops, appointments with university representatives, transfer fairs, campus tours, library of catalogs (from CSUs, UCs, private, and out of state universities), and much more. The Career Transfer Center also offers "The Transfer Connection"; members of the Transfer Connection agree to share their name, contact information, alma maters and majors which in turn help the Career Transfer Center staff refer students to members of the Transfer Connection who are interested in learning firsthand about a member's particular university and/or major.

Counseling: *Counselor, Mike Barnes* mentioned it was nice to see more faculty attending MAC meetings. The department is currently following up with dismissal and basic skill students and helping students with transfer applications. Fall 2007 semester has been very busy. Approximately 87.5% of students have shown up for counselor appointments.

Matriculation: *Matriculation Specialist, Lupe Delgadillo* distributed the Fall 2007 Matrix Newsletter. She recommended members read the article regarding the new online Early Alert process (effective Spring 2007). As noted in the Matrix article, the online process has now replaced the previous paper process and cuts turnaround time to students by 95%. The computer system automatically sends students an email notification regarding their instructor's input. A total of 480 Matriculation Appeal Petitions and a total of 265 Prerequisite Validation Request have been processed by the Riverside Matriculation Office. Dean of Student Services commended the Matriculation Specialist for her outstanding work!

Other:

Monica Delgadillo-Flores, Dean of Student Services asked faculty and staff to share updates regarding their departments:

Sandy Baker, District Dean of Nursing announced a successful outcome regarding the 1st time offering of The Essential Academic Skills (TEAS) exam. A total of 190 students completed TEAS and only 8% of the

students did not pass. The content areas covered in the exam consist of Reading, Mathematics, Science, and English/Language. Students are given two opportunities to successfully complete the exam. Eligible applicants must complete science prerequisites (AMY-2A & 2B and MIC-1 with a 2.65 GPA). Currently, the Nursing Department is testing Nursing I students to see how many pass the program. The department is also currently working with Institutional Research regarding RN entrance requirements.

Claudia Castro, Educational Advisor announced the Rubidoux Learning Annex has developed a survey to better assist their students. The survey will allow the Rubidoux Annex to receive student feedback regarding course offerings and Student Services. This in turn will help plan for future course offerings and ensure students are receiving the necessary student services for a successful college experience.

Daniel Martinez, Associate Director, Institutional Research offered his services after hearing today's presented material to help staff/faculty report data appropriately and/or make data numbers more transparent. Daniel is currently working on a project to see how many students would be impacted if graduation prerequisites are changed to ENG-1A & MAT-35. He is also working on catching up with research request.

Marylin Jacobsen, Director, Center of International Students & Programs, encouraged everyone in attendance to complete the International Survey sent out earlier this morning. The survey was created to help International Students & Programs develop a "resource list" of the global connections and interest of RCCD members. Presently, RCCD is serving 249 international visa students from 59 nations during the Fall 2007 semester.

The Dean of Students thanked everyone in attendance and adjourned the meeting at 3:35 pm.

Next meeting is scheduled for Thursday, March 6th, 2007 in the *Hall of Fame* from 2-3:30pm.