MINUTES

Committee Tri-Chairs:
Manager: Thomas Greene; Classified: Robert Heisleman; Faculty: Deborah Bryant

Committee Members:
Tanya Anderson, Karen Burrell, Anne Danenberg, Kyle Fall, Lucy Fasman, Catherine Fites, Jelani Freitas, Albert Garcia, Sherri Goldberg, Art Hernandez, Deborah Knowles, Irina Marsant, Alex May, Ashu Mishra, Toni Newman, Lori Petite, Pamela Posz, David Rasul, Irma Rodriguez, Farough Tabrizi, Carmen Villanueva, Jane Woo

1. Open Meeting
   Meeting called to order by T. Greene.

2. Approval of Minutes from April 13, 2010 Meeting
   (handout)
   Approved with no corrections/edits.

3. District Matriculation Committee Report
   S. Goldberg and R. Heisleman reported District concerns as follows: possible inclusion of athletics in priority zero may delay approval of the proposed changes in the Priority Registration system; some ATB confusion and disagreement still exists at district colleges with a draft to follow; RISE and the dismissal process were discussed; statistics pre-requisite pilot is on target for Spring 2011.

4. Old Business
   • Final Draft Assessment and ATB Policy (Action Item)
     (handout)
     It was m/s/c that the proposed Draft Assessment Policy be approved and forwarded to Executive Council for final approval. T. Greene agreed to present the policies to Executive for their action. He will report to the Matriculation Committee the Executive Council’s discussion and action. Discussion followed:
     1. Counseling office feedback with suggestions, i.e., 4 month vs. 12 month period of time; develop a standard of consistency. A discussion was held regarding actual percentage lower than reported; quicker turnaround; 7 month vs. 4 month window, etc.
     2. Clarification requested on students waiting 30 calendar days when failing to successfully complete all 3 portions of the ATB - What does 30 days mean? Students retesting once within a 4-month period with counselor referral; assessment results for the purpose of course placement will be valid for a period not exceeding 3 years; migration to new server in Accuplacer; encourage students to complete assessment; faculty and constituent groups to recommend continuing and returning students to participate in on-line orientation; Flex activities to include Matric process; workshop on dismissal of students; impact on financial aid. Instructor’s criteria on essay: rubric; writing to include organization, sentence structure, content, grammar; levels and degrees of the individual, etc. Some students with
learning disabilities, not registered with DSPS, first met with I. Rodriguez then referred to DSPS; consequently not included on report. Appointment with counselors very beneficial in assisting students, i.e., ESL classes. Recommendation to change the term essay to writing sample.

- **Final review of committee-identified items of interests**
  1. After discussion of the draft of the items, D. Bryant will send a revision to the committee via email.
  2. T. Greene identified the following items for the next fiscal meetings.
     - Counseling office to have set standards;
     - Provide update and impact re: front door procedures;
     - More assessment data provided from June through July;
     - Update of items completed during Summer, i.e., communication to students.

- **Other**
  No report.

- **Year-end Wrap-up**
  T. Greene thanked the committee members, wished them a great Summer, and encouraged them to continue their commitment next fiscal year.

5. **Recommendations**
   The Matriculation Committee members support the following recommendations:
   1. At the beginning of the semester, the Vice-Presidents of Instruction and Student Services remind faculty and staff suggest to all students that they participate in ongoing student success activities and programs such as orientation (in-person and online), counseling, and all SOS programs.
   2. As lack of understanding, or lack of updates tend to spread misinterpretation and misinformation to students, we suggest appropriate administrators, with faculty and staff leaders review, update and continue dialog with all faculty and staff about current student academic probation and dismissal policies, drop deadlines, and financial aid policies, as well as the implications of enforcement, and lack of enforcement at all levels in the classrooms, faculty offices, and service counters.
   3. As an early point of contact with students is the Student Application, we suggest the District revise the Student Application and consider including an invitation to orientation and the alphabetical listing of majors (for the coding to indicate the student’s major.)

6. **Adjournment**
   Meeting adjourned at 12:50 p.m.
