

## February 2013 Matriculation Committee Minutes

- I. Most Recent Matriculation Issues for Discussion
  - A. Matriculation Exemption Form Augmentation
    1. A criterion needs to be added that indicates that a student may be waived from the assessment if they have a Math, English or Reading course completed at another college.
    2. Currently, counselors are intuitively using Criterion # 3: “Submission of assessment placement scores from another California Community College taken within two years.”
    3. Admissions Office is currently accepting the forms using Criterion #3 so long as transcripts are attached. However, it appears appropriate for the Matriculation Committee to consider adding an additional criterion to the Matriculation Exemption form.
    4. Possible Iteration for Consideration for new criterion
      - a. Submission of a transcript from a regionally accredited college evidencing the completion of a Mathematics, English and/or Reading course with a grade of “C” or higher. In order to be exempted from all sections of the assessment test, the transcript must contain both an English and Math course completed with a grade of “C” or better.

**Note:** Some form of disclaimer needs to be placed on the criterion regarding full exemption of the assessment test. Many students who have a Math OR English completed at another college assume that they are waived from all segments of the assessment via the Matriculation Exemption and attempt to register for a course of which they have not assessed in.
  - B. Formulation of an Assessment Policy that limits the number of times a student takes the assessment at SBVC.
    1. Currently, there is no restriction in place
    2. A student must in fact wait a full year to re-assess; however, there are no systemic restrictions regarding the number of re-attempts.
    3. It is suggested that the Matriculation Committee creates a policy that concretely limits the number of times a student may assess.
    4. It is suggested by the Matriculation Co-Chairs that the number of attempts do not exceed a total of 3.
  - C. Formulation of an Assessment Policy that limits the acceptance of assessment results from another regionally accredited community college.
    1. Currently, there are no restrictions regarding the number and frequency of prerequisite clearances for a student who takes assessment tests at other community colleges.

## February 2013 Matriculation Committee Minutes

2. It is common for students to take assessments at a variety of neighboring community colleges in an effort to obtain the highest assessment results possible.
  3. In an effort to regulate re-test reliability, it is recommended that the Matriculation Committee collaboratively formulate a policy regarding the number of times a student can bring in assessment results from another community college.
  4. It is recommended by the Matriculation Co-Chairs that students are only allowed to submit test scores from another community college at the time of their entrance. It is hypothesized that this will likely control for student participation in “Assessment Shopping” and being inappropriately placed in a course that exceeds their current skill.
- D. Formulation of an Assessment Policy that controls for students re-taking the assessment test in an effort to bypass a course of which they have previously attempted 3 times and received grades of “D,” “F,” and/or “W.”
1. Frequently, students who have attempted an English or Math course 3 times, attempt to circumvent the “3 attempt” policy by re-assessing in an effort to “test out of” the course they failed or withdrew from.
  2. If a student has a combination of sub satisfactory grades and withdrawals, it is presumed that attempting a higher level course is not befitting.
  3. As a result, it may be within the Matriculation Committee’s interest to collaboratively formulate a policy that aims to control for this.
- E. Early Alert Updates
1. Currently, the Early Alert System that is being used only has the capacity of formulating letters that notify the student that they are in “danger” of failing a course.
  2. Marco Cota and Gina Curasi have attended a demonstration of the “SARS Early Alert System” at Crafton in an effort to enhance the “follow-up” component of Early Alert.
  3. It has been decided that SBVC is going to move forward with the purchasing of this system
  4. Advantages of SARS Early Alert
    - a. Specific referrals to support services.
    - b. Communication between various support services and instructors when a student seeks the referred services.
    - c. Positive feedback that can be sent from the instructor to their student in an effort to motivate and maintain student persistence.
    - d. Holistic Intervention
  5. Additionally, the implementation of an “Early Alert” contract and workshop intervention is currently being proposed by Gina Curasi.
- F. Probation/Dismissal Updates

## February 2013 Matriculation Committee Minutes

1. The Counseling Department is delighted to report that there has been a definite decrease in the number of Level 2 Probation and Level 3 Dismissal Students in the running of their data this past January.
2. It is posited that there are less students on Level 2 and 3 due to the counseling interventions that are required to take place.
3. Conversely, the Counseling Department has also found that the number of Level 1 Probation students has increased. It is assumed that this could be attributable to there being no counseling intervention required for Level 1 students.
4. As a result, the Counseling Department is working diligently to form an intervention for Level 1 Probation students. However, due to the stipulations of Title VI regarding these students, a registration block and/or counseling service mandate cannot be enforced.
5. It has recently been proposed that Level 1 Probation students will be asked to see a counselor for a 20-30 minute discussion regarding their status and a semester educational plan. In an effort to maximize the number of students who will be seen, counseling will dedicate 2.5 hour slots throughout the day where counselors will see approximately 7-8 students individually.