

## March 2013 Matriculation Committee Minutes

The following is a comprehensive list of topics discussed at the Matriculation meeting yesterday afternoon. Primarily, the small group focused on the agreement of a statement that could be added to our Matriculation Exemption form that allows exemption via the submission of transcripts. The following statement is what the group agreed on:

“Submission of transcripts from another regionally accredited college or university showing completion of a Math and/or English course with a grade of C or higher posted. If the transcript does not demonstrate the completion of both a Math and English course, the assessment will be required for the subject area of which a course has not yet been completed. Courses in progress will not be considered for exemption and/or prerequisite clearance.”

I am eliciting feedback from the larger group to determine whether this is a statement we can move forward. Please review the statement and provide me with any recommendations or modifications you have **by Friday, April 19<sup>th</sup> at 5:00pm** if possible. I am aware that the statement is lengthy. However, there were some main components I thought needed to be included: (1) **Regionally Accredited**, (2) **Completion of a Math/and or English course in order to be exempt**, (3) **Not being fully exempt if a Math and English were not completed with grade of C** and (4) **Not being exempt using “IP.”** Yesterday’s group concurred. However, if anyone feels differently, please be sure to let me know.

In addition to the discussion regarding the addendum to the exemption, the following was also discussed:

- **Early Alert:** Counseling and Matriculation is considering the purchase of a SARS Early Alert System that would allow for far more multifaceted communications between student, instructors and counselors. A concern from a committee member was raised about the idea that the communications rendered by SARS Early Alert would exclusively be electronic. The overarching concern was that the students tend not to frequent their Valley College email accounts. A possible remedy recommended by another committee member was to create a publication that provided students with stepwise directions regarding the process required to “link personal to school email.” The group agreed that this was an excellent idea and I am currently working on the creation of such a document that I hope to bring to next committee meeting.
- **Blackboard Early Alert Interphase:** It was brought to the committee’s attention that instructional faculty currently has an additional early alert platform via Blackboard whereby messages could be sent by instructional faculty to their students. A question was raised about whether SARS Early Alert would be doing the same thing or whether SARS was completely independent of the Blackboard Interphase. Based on the SARS demonstration, it appears as though it does a very similar thing; yet in a more comprehensive way. However, I believe that it may be beneficial for us as a committee to see a demonstration of how the blackboard early alert interphase works and how it may complement SARS.
- **Probation Level 1 Intervention:** I reported on the counseling department’s progress related to outreach to Level 1 students. Letters have been sent out to all Level 1 students and within the body of the letter lies a prompt for the student to complete the level 1 online workshop and come for a counseling appointment. Within the counseling appointment the following items are filled out:
  - (1) **Special Status Contract:** This form allows the student to checkmark possible reasons why they are in probationary status and indicate whether or not they have a

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declared major and educational plan. A counselor can also indicate a unit limitation on this form if they deem necessary

(2) Semester Educational Plan

(3) Awareness of College Readiness Survey

In conversation, counselors emphasize the importance of the maintenance of a minimum 2.0 GPA and 50% completion rate. Additionally, it is meticulously explained to the student what ramifications will follow if their cumulative performance does not meet minimum GPA and completion standards.

Also, counselors may in fact limit the units a level 1 probation student takes for the following semester. However, per Title V, a registration hold cannot be placed until the student reaches level 2 probation. It was also discussed as to whether it may appear befitting to have a standardization in policy regarding the number of units students are limited to. For instance, at level 2, students are restricted to a certain number of units for the following semester. However, currently, there is not a set number of units that a student is restricted to. It is predominantly dependent on the discretion of the counselor. The implementation of such a policy, would create a standardization of approach. However, it would also create student concerns regarding the maintenance of their full financial aid award, etc. As a result, I will discuss with Marco what might be the most pragmatic yet equitable solution.

- **Orientation:** A question was raised as to whether the counseling department is currently pursuing an enhancement of our currently “text only” orientation. The counseling department has done significant investigation and has located some programs that could at some point be considered based on cost. A couple of committee members recommended that it may be advantageous to investigate whether we could work collaboratively with RTVF to create a more interactive model that would not require external licenses. In response, I indicated that I would definitely consult with Marco regarding whether this may be a plausible “home grown” alternative that may be considered more cost effective. It was also asked whether the District might consider picking up the expense of an external licensing agreement, if both Crafton and SBVC were using the same program. And I will certainly relay this question to Marco.
- **Educational Plan Presentations:** I shared with the group that I am currently visiting classrooms, especially of which are basic skills, emphasizing the importance of students having a full educational plan on web advisor. The purpose of these visits is to begin getting students ready for the various components of the 2014 Student Success Act. Therefore, if any instructional faculty is interested in a brief presentation regarding the importance and urgency of getting an educational plan, please feel free to contact me via email or X8609.

Thank you for your patience with regard to my lengthy email. However, I did want to be sure that I remained dutiful in keeping all members abreast of information discussed in our meeting. I will look forward to your feedback relative to our proposed Matriculation Exemption Criteria augmentation.