

April 2013 Matriculation Committee Minutes

The below summarizes what was discussed at our meeting yesterday. The major task of the committee at yesterday's meeting was to re-visit the proposed criterion addendum to our Matriculation Exemption Form. I am glad to report that the committee was in favor of moving the proposed statement forward. As such, I will send the statement to Academic Senate for their review as good measure. Additionally, in reviewing the form, the committee is considering the omission of "Advisement" as an exemption. Currently, counselors are not authorized to exempt students from advisement and with the Student Success Act in the horizon, we don't anticipate any students being qualified to be exempted from advisement. Therefore, I am proposing that the larger committee consider whether "Advisement" should remain as a possible exemption or whether the form should only contain exemptions for Assessment and Orientation. As a result, I am asking you to submit your vote to me in relation to this issue. If you think we should leave "Advisement" on the form as something a student may be exempt from, please send me an email that iterates, "**Retain Advisement as a possible exemption.**" Conversely, if you feel that given the new mandates, students should not be exempt from seeking advisement, please send me an email that iterates, "**Omit Advisement as a possible exemption.**"

Related to the conversation surrounding the Matriculation Exemption Criteria, a committee member described a concern about the use of unofficial transcripts for Matriculation Exemptions and Prerequisite Clearances. It was indicated that with a student's vast access to technology, it is possible that unofficial transcripts may be manipulated on behalf of the student. It was explained that this policy was adopted by the Admissions and Records Office and that it is believed that unofficial documentation is currently being accepted as a matter of convenience for the student. However, this concern will definitely be forwarded to Dean Marco Cota for further consideration.

Another topic discussed by the committee was Academic Standing. Each committee member was provided with a packet inclusive of the components required for Levels 1, 2 and 3 for Academic/Progress Probation. The reason why this paperwork was distributed was to make the committee aware of the various steps, procedures and counseling interventions associated with the various levels of sub-satisfactory academic progress. Related to this topic, a concern arose regarding the unit restrictions placed on a student on Level 2 probation. Currently, it lies within the individual counselor's discretion relative to the maximum units a student on Level 2 may take. However, it was recommended that perhaps the implementation of unit restriction standardization is considered. More specifically, currently a student can go from one counselor to another in an effort to get approved for a higher number of units. However, if there was a standardization which outlined a maximum number of units that counselors could authorize, this may decrease the number of students attempting to take more than the recommended number of units for a level 2 probation status. As a result, this will also be forwarded to Dean Marco Cota for further consideration.

Moreover, the committee was made aware of the "Enhanced Online Orientation" demonstration that the counseling department participated in last week. Each committee member was given a copy of the power point that was provided by the prospective vendor so that the committee was thoroughly updated with the progression of our pursuit of an "Enhanced Orientation." In response to the conversation and review of the document, the *Matriculation Committee*

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participants formally and unanimously provided a “vote of support” relative to the pursuit of enhancing our online orientation.

Our next meeting will be scheduled for Thursday, May 16, 2013 from 3-4:30pm in AD/SS 102C. I look forward to seeing you there. If you have any committee related questions, please do not hesitate to contact me.