May 2013 Matriculation Committee Minutes
Prepared By: Gina Curasi, Matriculation Committee Co-Chair

Below is a summary of the various topics discussed at yesterday's Matriculation Committee Meeting.

(1) **English Cut Scores:** The request for a presentation of data has indeed been forwarded to James Smith and Marco Cota. Currently, the scanner that is used to scan the prerequisite surveys is inoperative. Therefore, there is a slight delay in the reporting of this information. Marco is hopeful that we will have this data prior to the beginning of fall registration (July). Once the data is retrieved, accuplacer and DCS will need to be notified. It is proposed that the English faculty who are available and working in the summer, review the data prior to the implementation of new or revised cut scores. Faculty will be contacted immediately upon the retrieval of the data.

(2) **Assessment Policy Revision Policy:** Assessment center staff has noticed that there are an increased number of students who are attempting to reassess in an effort to bypass a Math or English course that they attempted 3 times and completed them sub satisfactorily (W, F). Currently our assessment policy states that a student may re-assess after 1 year and there are no limitations on the number of times a student may re-assess. Assessment center staff are proposing that the Matriculation Committee consider writing a policy in an effort to prevent students from circumventing the original intent of assessment re-assessment. It was decided that the Matriculation Committee co-chairs will work on drafting verbiage related to this and submit it to the larger group for review and feedback. However, I do want to note that because this proposal regards the changing of policy, this will additionally be required to be approved by the Academic Senate and College Council.

One of my primary questions related to this proposal was, "If we create, get approved and implement this policy, how will we monitor or identify the students who are in this group and how will we stop them from re-assessing?" It was recommended that because our system currently in no way blocks a student from registering for an assessment even if 1 year has not yet elapsed, we should consider syncing Datatel with SARS. More specifically, if these two systems were linked, if a student attempted to register for a re-assessment via web advisor, datatel would be triggered to audit when the student last assessed and would in turn prevent the student from re-registering. I also asked how we know when a student is re-assessing to bypass a course they have attempted 3 times and it was indicated that students have simply been disclosing this to the assessment staff.

(3) **Student Email Usage:** The topic of "how do we get students to check and regularly utilize their valley email accounts?" resurfaced. I have already created stepwise instructions for linking the college and personal email accounts. However, it was recommended by the committee that a pictorial representation be created to walk a student through the process. Additionally, it was shared by a committee member that other colleges have included a bolded disclaimer on their application confirmation that reads something along the lines of the following, "THIS WILL BE THE LAST EMAIL SENT TO YOUR PERSONAL EMAIL ADDRESS. ALL FUTURE CORRESPONDENCE WILL BE SENT DIRECTLY TO YOUR COLLEGE EMAIL ADDRESS." Perhaps the development and implementation of such a disclaimer may aid our students. Additionally, it was indicated by a committee member that some departments only respond to students and send out correspondence to the student's email only. Therefore, if a student does not provide or check the student email, they miss all of the course-related information. The committee member

stated that the enforcement of this policy across the instructors in his department has worked. It lastly was recommended that we investigate how other local colleges are enforcing the utilization of student email which I will work on.

(4) **Matriculation Plan Revision:** It has been announced that this fall, one of the primary things the committee will be tasked with is revising the Matriculation Plan in an effort to align it with the main tenets of the Student Success Act. As such, we will spend a number of our fall meetings in small sub-groups whereby each group will be assigned a portion to revise and re-write. Thereafter, the committee will reconvene as a large group and piece the revisions together.

(5) **Online Orientation Enhancement:** A contract has been drafted to purchase the online orientation enhancement. However, there are still some logistics that need to be worked out. Therefore, Marco is hopeful that this will be fully implemented for Spring 2014 registration.

(6) **SARS Early Alert:** This program has been purchased and the user manual is now with Arlene McGowen. Marco and I will be scheduled for training regarding how to use this program. Afterwards, I will schedule a training session with all interested instructional faculty regarding the use of the program.

Our next meeting is Thursday, September 18th from 3-4:30 pm in AD/SS 102C. However, there will be various correspondence via email with updates regarding Matriculation. And one of the primary goals between now and July will be to get the English cut score revision process underway.

Thank you,
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