

January 2014 Matriculation Committee Minutes
Prepared by: G. Curasi, Matriculation Committee Co-Chair

Below is a detailed account of our meeting yesterday.

- **Audit Policy Review and Discussion:** Algie Au, Academic Senate President recommended that the committee take a look at the Audit policy that the district is looking to enforce. Overall, the committee found that having such a policy in place would in no way be a detriment to our students. However, there were some concerns regarding contradictory language used in the policy (i.e. “admitted” vs. “eligible for admission”) It was recommended by committee members that some of the language definitely be refined prior to forward movement of the policy. Additionally, some members of the committee identified very concrete concerns regarding the implementation and structure of the policy; outside of the frame of the language. A question was asked about whether there would be specifications relevant to “what types” of courses will be auditable (i.e., theatre, music, etc.) or whether all courses would be deemed eligible for auditing. Moreover, there was confusion about whom or what serves as the final determinant regarding whether a student is eligible to audit the class. The proposed policy indicates that it is ultimately up to the instructor’s discretion. However, at the same time, it is stated that a student will need to provide proof that the prerequisite of the audited course has been completed. Another question raised by a committee member was whether the audit policy in actuality may be used as a method of circumventing repeatability rules. The committee collectively found the expectations for enrollment to be somewhat ambiguous. It was uncertain as to whether the student had to be “enrolled” or simply “applied.” The committee also explained that the mandatory “Assessment and Orientation” hold will also affect students who are auditing courses in that once a student applies to the college, the hold is set. Therefore, we will need to talk about whether this hold should be automatically lifted for these students or whether they will simply need to adhere to the matriculation exemption regulation. If it is decided that they are simply waived of the assessment and orientation because of their “audit” status, the committee will then need to add a criterion for auditing. And because this is a new criterion added, it will need to be coursed through both Academic Senate and College Council for approval in that a policy is being augmented. Lastly, it was indicated that there is a discernible desire amongst music, theatre and fine/performing arts students to audit.
- **New Assessment Policy Update:** Curasi explained to the group that various individuals and groups on campus have expressed concern about the matriculation committee’s desire to modify the current assessment policy. Different constituency groups have expressed that it may be wasteful or unnecessary to change the policy if the state is moving toward a uniform assessment measure. However, the committee indicated that despite the state’s effort to linearize assessment, this more than likely will not be a project completed any time in the near future. One member of the committee indicated that because the state is moving in a direction that will allow community colleges to enforce more “student friendly” policies and procedures, it may not be within the committee’s best interest to make the policy more restrictive. On the other hand, other committee members explained that one of the reasons why the policy may be in need of some additional boundary is because each community college sets their own cut scores and on

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the assessment printouts from other colleges, raw scores are not included for us to simply place the student accordingly based on our guidelines. Instead, on the external assessments as well as our own, only placement scores are printed. Thus, based on the policy we have now, counselors are required to waive students of the assessment and clear students for math, reading and English based on a “placement” as opposed to a “raw score.” As a result, the committee agreed that we do need to move forward with the refinement of the policy and possibly add a caveat or statement that allows students to bring “raw scores” to be waived of the assessment and be cleared for the appropriate math, reading and English courses. Cota explained to the large group that he did in fact speak to Crafton regarding whether they are going to continue to accept assessment results from other California Community Colleges and it was established that Crafton will only accept math scores from other colleges due to overt changes in their reading and English curriculum.

As a result, Curasi will continue to draft the policy that the committee formed in previous meetings and will be sure to add a statement about the acceptance of “raw scores.”

- **BOGW Updates:** It was shared with the committee that effective fall 2016, students on Academic/Progress will no longer be eligible to receive a BOGW. It was further explained that as of now if a student does not meet the required 2.0 GPA or attained a 50% completion rate, they are not eligible for FAFSA; but are and historically were eligible for the BOGW. However, with the implementation of this new policy, students will no longer be eligible to receive the BOGW. In the discussion, it was agreed by the committee members as well as the Academic Senate President that we be cautious in our marketing of this so that students are not unduly discouraged. It was agreed that while marketing this to students, we the college needs to make certain to couple support services with the warning. As a result, Dr. Shabazz, Vice President of Student Services, confirmed that he and Dean Cota are working on an entire marketing campaign that will be rolled out to the college via the marketing designee. Therefore, word will definitely be getting out promptly to the students.
- **SSSP Plan Discussion:** Initially the conversation encircled the idea of the committee being broken into teams to each write a section of the SSSP plan in that the Dean had noted that this worked very well in the past. However, after a comprehensive conversation, it was determined that seeing that there are so many changes, this may not be the best tactic. Additionally, it was brought up that instructional faculty are not and certainly could not be expected to be “experts” in student services. Therefore, it may not be befitting for them to write. As a result, it has been collectively agreed that Dr. Shabazz, Cota, Aguilar-Kitibutr, Curasi, Brown and Delgado will serve on a sub-committee of the Matriculation Committee to write the report utilizing Dr. Shabazz’s template. By the February 22nd Matriculation Committee, the sub-committee will submit a draft of the plan to the larger committee for feedback. It was also agreed that the timeline of the SSSP Plan completion needs to be accelerated in that not only does it require Senate and College Council approval; but it additionally needs Board approval. Therefore, it was recommended that we have a finalized document ready for Senate’s review no later than May.

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- **ESL Non-Credit Updates:** Curasi explained that we are in the midst of admitting our second non-credit ESL students and that this time the recruitment took place at McKinley Elementary. It was recommended that the Matriculation Committee may consider supporting a new policy for the matriculation of these students seeing that online applications and registration are simply too difficult for these second language learning students. Dr. Shabazz shared that at his last school, a very robust ESL program existed and that students were all manually registered for the class; thus cutting down on unnecessary confusion for the students. He proposed an “add card” procedure whereby students were given an “add card or code” by the instructor or counselor and the students would be manually registered by the Admissions Office. The committee enthusiastically agreed that this would be an excellent way to streamline the process. Therefore, Dean Cota and Dr. Shabazz will work with the Admissions and Records Office in anticipation of our next semester’s cycle.
- **Cut Score Update:** Dean Cota discussed changes with reading cut scores with the group. The cut scores have been changed and are now currently accounted for systemically effective a couple of weeks ago.
- **Math 962:** It was introduced to the committee that the math department will be piloting a new math course for students who assess in either Math 942 or 952. Dissimilar to READ 951, this course will not screen for the top 20% of Math 942. Instead, any student who assesses in either Math 942 or 952 may elect to take Math 962. Kanawati added that the math department will be having a meeting today concerning this matter and that students who are interested in taking this course must go to an orientation hosted by the “STEM PASS GO Grant” and receive an add code from one of the grant counselors.
- **Additional Note:** An additional note that Curasi forgot to make mention of in the meeting is that all of the Matriculation Committee Agendas and minutes are posted to the committee website. Curasi will continue to create the minutes into up loadable documents and Dean Cota will work with DCS to be sure they get posted to the website.

I would like to formally thank committee members for their participation and very productive discussions and I look forward to seeing everyone at the February meeting in AD/SS 102C at 3pm. Please let me know if you have any additional questions or concerns in the interim.