

## Los Rios District Matriculation & Student Success Committee

Monday, March 16, 2015

District Office Boardroom

2:30pm-4:30pm

### APPROVED Minutes

**Members Attending:** Kathy Degn (DMC Chair), Vice Chancellor Sue Lorimer (Administrative Liaison), Richard Andrews (CRC Classified Staff), Salena Mamuyac (District Rep. for Assessment), Jerome Lahey (ARC Classified Staff), Mark Garrett (FLC Counseling Faculty), Angelia Jovanovic (SCC Counseling Faculty), Jessica Nelson (ARC Counseling Faculty – ARC Matric Co-Chair), Judy Mays (ARC Matriculation Coordinator) Debra Luff (SCC Matriculation Coordinator), Christine Thomas (CRC Matriculation Coordinator),

**Members Teleconferencing:** Denise Marshall-Mills (CRC Counseling Faculty), Lisa Sapa (FLC Non-counseling Faculty/ Matriculation Chairperson), Melanie Dixon (FLC Dean of Student Services), Stephen Mayfield (FLC Student Representative)

**Members Not in Attendance:** Associate Vice Chancellor Victoria Rosario (Alternate Administrative Liaison), L. Milan Fisher (ARC Student Representative), Anna Lozano (CRC Student Representative), Jeff Stephenson/Robin Neal (ARC VPSS), Gerri Scott (SCC Counseling Faculty/Local Chair) Remi Rivera (SCC Student Representative) Robert Heisleman (SCC Classified Staff), Bobby Gosal (FLC Classified Staff), Camile Moreno (CRC Non-Counseling Faculty/Matriculation Chairperson),

- I. **Call to order** – The meeting was called to order at 2:40 p.m.
- II. **Approval of agenda** – Approved as presented
- III. **Approval of minutes for February 23, 2015** - Approved as presented
- IV. **Public comments** – None
- V. **Introductions** – None
- VI. **Administrator's report** – VC Lorimer provided an update on the Automated Course Prerequisite Verification process. The respective committee has met on this issue, the Academic Transcripts have been loaded into the system and work continues on the project.
- VII. **Chair's report** – None
- VIII. **Action items** – None
- IX. **Discussion items**
  - a. Update on Math Course Repeatability Issues  
Math Repeatability Committee met to determine under what circumstances an exception to the current repeat policy (i.e., limited to 3 attempts) might be warranted. Also discussed were what early intervention solutions might be needed and what those might look like. Chair Degn shared an email update from Ann Licciardi which also provided additional clarification and details of this committees charge.

The DMSSC Committee agreed to revisit this issue in the Fall 2015 semester, when additional information will be available.

b. Adult Education Grant Update

The grant plan has been submitted to the CCCC for consideration. No decision is expected until August 2015. This item will be placed on the DMSSC September 2015 agenda.

c. LRCCD Regulation and Policy 7145 update (Distance Education)

District Academic Senate is scheduled to discuss this item at their March 17 meeting. They will be discussing strategies that might be used to identify potential software vendors. Committee needs to include representation from all areas, not just IT. It was mentioned that the Students Services area is a group that needs to be included. It was noted that Canvas, which is being considered as the new platform for LMS/DE, can be personalized for each College or District. Faculty has been asked to identify what type of software or on-line access sites they are or will be using, My Math Lab was one example given for this.

d. Comprehensive iSEP Implementation

IT is working on a report to identify Students who have been in attendance since Fall 2014 and have not yet completed a Comprehensive iSEP. Some questions asked by this committee include: Should any student who comes in get a Comprehensive iSEP regardless of the number of units or semesters completed? Or should the focus be on new students only? The biggest question seems to be, how do we actually design the services needed to provide Comprehensive iSEPs to students and what systems might work?

At the present time it appears that the process is still very fluid at the CCCC and that absolute answers to questions may not be readily available. Funding will be adjusted over the next couple of years but it is expected that the adjustments will be less severe in the beginning, but this will most likely change as the regulations are clarified. Los Rios is well aligned at this point and the relevant workgroup will be reconvened in the next semester to make necessary adjustment to the process.

Overlying issue seems to be: How do we actually design the services needed to provide comprehensive iSEP's to students? What systems might work to facilitate getting this done?

e. Attendance Policy for Specific Populations of Students

Members from FLC asked the question about how the other colleges handle absences for specific populations of students, such as Athletes, Student Government, etc. For example if a student athlete is participating in a game and they have to miss class how is this handled? Is there a District Policy? Keeping in mind that there is a difference between a Policy (formal) and practices (more informal.) At the present time it appears that each college has a different process. It was recommend that a larger conversation take place and that it involve at a minimum the respective College Athletic Directors and the Athletic Counselors.

f. 2014-15 DMSSC Suggested Agenda Items

1. Course Auditing – Course Auditing is not allowed by LRCCD policy.

2. Revisit prioritization of .75 to determine how it is working – It was discussed that this was very helpful for students who utilized it, but it appears that the .75 access is being underutilized by

athletes and this was expressed as a concern by some committee members. It was further discussed that it is difficult to get any student to utilize priority registration, not just athletes. Some of the issues could be that Counseling appointments are often difficult to get, even with the availability of group appointments and the results are that an iSEP is not completed and there-by a priority registration date is not assigned. The committee would like to review data of the number of students District wide who take advantage of priority registration. Of particular interest were Basic Skills Students and how are they utilizing priority registration appointments and what are some of the reasons they are not registering on their assigned dates. The question was also raised if the Steps-To-Success brochures are disadvantaging casual (older) students from enrolling (the enrollment numbers are down for this population of students.)

Also discussed were those students who do not pay their enrollment fees on time and subsequently get dropped from their classes. What kind of follow-up is taking place? Earlier in the registration process the time allowed for payment to be made is approximately two weeks, as the semester start date draws nearer the timeline is shortened to 24 hours, this may be too short for payments to actually be made?

Students on wait lists that are subsequently added to courses don't always know to pay their fees since they don't always get notified that they have been added to the course.

3. SSSP Implementation - Discuss Student Data and how we are doing related to communicating the requirements/changes to students.

Item was previously discussed at Sept. 15, 2014 DMSSC meeting. Will ask VC Rosario if there are any critical updates the committee needs to be aware of.

4. New Equity plan and SSSP plan – How is coordination working?

Need to start with campus level coordinators and then add DMSSC representation. May want to create a District wide workgroup to ensure coordination and share best practices between the Colleges.

5. New orientation process, successes/areas for improvement and future plans.

(This item was also previously discussed at Sept. 15, 2014 DMSSC meeting.)

Updated information from a recent PeopleSoft meeting was provided by Melanie Dixon. There have been cases where the on-line orientation process was completed by the student but credit was not given. The question was also raised about what happens if a student completes parts of the orientation at different LRCCD Colleges? Does the student need to do something extra to get the credit for all the steps combined into one place? If they indicate they are attending other LRCCD Colleges during that semester will Eservices combine the "steps"? How does completing of the "steps" at various Colleges affect MIS reporting?

6. Changes in BOGFW program.

The loss of eligibility and the subsequent appeals process need to be addressed and identified.

(Items 3, 4, 5 and 6 above are also on the 2015-16 DMSSC list of suggested agenda items and will be revisited during that time.)

- X. **Next meeting:** Spring 2015 – April 20, 2015 – D.O. Main Conference Room
- XI. **Adjournment:** The meeting was adjourned at 4:30 p.m.

## DMSSC 2015-16 Suggested Agenda Items

Math Course Repeatability

Adult Education Grant

Equity and SSSP plans

BOGFW program changes

Phase II of Orientation process/Successes and area for improvement and future plans.