

Los Rios District Matriculation & Student Success Committee

Monday, January 23, 2017

Ethan Way Center - Room 150

2:30pm-4:30pm

Agenda

Members Attending: **Judy Mays** (Chair), **Victoria Rosario** (Administrative Liaison), **Tera Diggs-Reynolds** (Non-Counseling Faculty/Local Co-Chair – ARC), **John Hess** (Non-Counseling Faculty/Local Co-Chair – ARC), **Christine Thomas** (Matriculation Coordinator – ARC), **Jerome Lahey** (Classified Matriculation Rep – ARC), **Kathy Degen** (Non-Counseling Faculty/Local Chair – CRC), **Richard Andrews** (Classified Matriculation Rep – CRC), **Mark Garrett** (Counseling Rep – FLC), **Genevieve Siwabessy** (Interim Matriculation Coordinator – FLC), **Leila Stone** (Counseling Rep – SCC), **Karen Tercho** (Non-Counseling Faculty/Local Chair rep – SCC), **Molly Springer** (Matriculation Coordinator – SCC), **Irina Marsant** (Classified Matriculation Rep – SCC).

Members Not in Attendance: **Sue Lorimer** (Administrative Liaison), **Deb Luff** (VPSS Representative -SCC), **Melanie Dixon** (VPSS Representative – FLC), **Salena Mamuyac** (Assessment Rep), **Jessica Nelson** (Counseling Rep – ARC), **John Hess** (Non-Counseling Faculty/Local Co-Chair – ARC), **Christine Thomas** (Matriculation Coordinator – ARC), **Jerome Lahey** (Classified Matriculation Rep – ARC), **Camile Moreno** (Non-Counseling Faculty Rep – CRC), **Tadael Emiru** (Matriculation Coordinator – CRC), **Howell Ellerman** (Non-Counseling Faculty Rep – FLC), **Shania Pence** (FLC – Student representative).

- I. **Call to order** – 2:35pm
- II. **Approval of agenda** – The agenda was approved as written.
- III. **Approval of minutes for November 21, 2017** – Sue Lorimer sent several edits via email to clarify language concerning Dual Enrollment (IX.c); Karen Tercho suggested we add enrolling in classes as one of the things that students miss the opportunity to do when eServices is not available (IX.e). The minutes were approved as amended.
- IV. **Public comments** – None
- V. **Introductions** – None
- VI. **Administrator's report** - Victoria Rosario was present and provided the following reports:

Online Orientation – A committee was assembled and met during the fall 2016 semester to review and update the content of the district wide online orientation. The quiz questions were revamped and some new test items were created. The revised orientation will also include a new module on how to be a good online learner. There will also be added language with a focus on inclusivity. The plan is to have the revised online orientation available for colleges to view in fall with full rollout in spring 2018 along with the complete transition to Canvas.

FLC In-Person orientation – Following the guidelines agreed upon district wide regarding content and assessment of outcomes for a face-to-face orientation, FLC has launched a new in-person orientation and all colleges were invited to attend a preview session. When the District adopted the online orientation to meet the goal of SSSP, it was also agreed that the content for any in-person orientation should be shared with the other colleges. FLC has distributed electronic versions of the orientation as well. The intent here is to prevent wide and varied types of face-to-face orientations happening at the various colleges. Sandi Thacker has also reinstated the manual process of documenting when

orientation has been completed. It was clarified, however, that colleges may only get credit for a student's initial orientation only once. Thus, if a student completes the online orientation prior to attending an in-person session, colleges do not get credit for initial orientation, but can get credit for follow-up.

Common Assessment Initiative – The new timelines for the implementation of the Common Assessment were recently announced by the state Chancellor's Office. Only the approved pilot schools will be moving forward with implementing the assessment in the fall of 2017 for spring 2018 placement. There is no calendar as of yet of when other colleges will come on board. Additional colleges will implement the Common Assessment after data from the original 12 pilot colleges is reviewed. SCC will be piloting the Common Assessment and working with the District to coordinate a single sign-on experience. Staff who administer the test and students who take it will be able to use Los Rios District credentials to log in to the Common Assessment.

VII. **Chair's report** – There was no report.

VIII. **Action items** – There were no action items.

IX. **Discussion items**

- a. **Email message to students regarding Incomplete grades** – Victoria Rosario reported that the content of the email was finalized during the fall semester by an IT task group. Victoria will forward a copy of the email message to Judy for distribution to the rest of the committee. It is now appropriate to get faculty concurrence with the new process. Judy will contact Ginni May, DAS President regarding getting the topic on an upcoming agenda. After faculty are in concurrence with the process, distribution of the email to students will occur at the end of each grading cycle until the student's Incomplete grade has been changed.
- b. **Probation & Dismissal Practices – reports on campus level review of matrix of current practices and other ideas** – Victoria clarified that the document which describes the current practices for handling probation and dismissed students at each college was created at the request of the Committee. When Committee members learned last year that an informal group was meeting to discuss practices at each campus for working with probation and dismissed students, DMSSC requested that the VPSS council take a leadership role in the discussion by compiling the various practices and determining where they align or do not align with District regulations. The question to the Committee is now whether there are regulations that need to be updated based on the practices happening at the colleges, or should the colleges align their practices with current regulations? Victoria offered to modify the document by adding the District regulations for each category so Committee members can more easily determine if current practices are in alignment. Victoria will also include a column to note whether the college would like to modify the regulation or change their practice. Leila Stone suggested we have language that suggest there be uniformity in our practices. Committee will review the District regulations (R-2231) on probation and dismissal to see how they align with the goals of SSSP.
- c. **Priority .75 Registration for Athletes – What is the take rate?** – Victoria provided a chart with data showing that 1,014 student athletes were eligible for .75 priority registration and

606 (approximately 60%) took advantage of the opportunity during the designated time period. Committee members expressed satisfaction that the policy change to allow student athletes to have an earlier opportunity to enroll seems to meet the intended benefit. (See separate chart for more information.)

- d. **Lack of student access to eServices between 11:30pm and 7:00am** – Victoria Rosario provided everyone with a graph showing the level of enrollment activity hour-by-hour from 7:00am until eServices closes at 11:30pm beginning November 21, 2016 and ending January 23, 2017. The chart clearly revealed that 50% of enrollment activity took place between the hours of 10am and 3pm during these dates. The chart also showed that enrollment activity tapers off in the evening hours and there are slightly more users in the early morning hours compared to late evening. (See separate chart for more information.)

Victoria explained that the eServices system can handle a small expansion in hours of service; however, it is easier to open the system up earlier in the morning than it is to close it later. After some discussion there was agreement to recommend that eServices open at 5:00am. It was also suggested that the earliest enrollment appointments continue to be scheduled at 8:00am to allow those who may have missed their appointment the prior day to have access to eServices before the next group has access. Victoria will take the recommendation back to District IT and report back at the next meeting.

- e. **Search for courses by GE category** – An email from Sue Lorimer sent in advance of the meeting explained that a new District Technology Plan is currently being drafted. Once the Technology Plan has been adopted, District and college representatives will explore scheduling software that will allow for this feature. The target timeline is to complete an RFP in late spring to select software that will then need to be implemented.

X. **Next meeting:** February 27, 2017, Main Conference Room

XI. **Adjournment** – The meeting was adjourned at 4:37pm.

Respectfully Submitted:

Judy Mays