

MATRICULATION ADVISORY COMMITTEE (MAC) MEETING

JANUARY 16, 2013

SSC CONFERENCE ROOM

Call to Order: 3:07 p.m.

Attendees: Susan Bricker, Aurora de la Selva, Leslie Drayton, Alex Kolesnik, Victoria Lugo, Steve Manriquez, Kelly Peinado (had to leave early), Alma Rodriguez, Kay Snow

Minutes: Tricia Bergman

- 1. Introduction:** Victoria Lugo introduced Tricia Bergman as her new Administrative Assistant of Student Services.

- 2. Review New Early Alert Online Options**

Victoria passed out copies of the student Early Alert system. She spoke about the system going online once Mike Rose at the District Office completed it. On the 2nd page she pointed out the notification a student would receive concerning his/her status. Discussion ensued with the following comments: A) student choices as to whether they should drop a class, see instructor or academic counselor, or have a letter or email sent advising them of what their options would be; B) should a student drop a class if doing poorly; C) level changes; and D) high school transcripts equivalency for assessment and placement into classes.

Kay pointed out that "no grade," "incompletes," "F's," and "W's" all count as part of a student's cumulative grade. Susan shared that data had been collected following an SDA run on the most recent Early Alerts and looking at it from two different viewpoints – one looked at instructors and how many alerts they had issued, and the second being a mirror of what had gone out to the student – she said upwards of 800 students had already been sent Early Alert recommendations. Victoria said that was good information for us to review.

Other suggestions for consideration and possible changes were:

- Steve suggested shortening the words on the form, but expanding them in the letter to the student.
- Aurora suggested that the vocabulary be written in a manner the students would understand and explain and simplify some of the wording.
- Alex suggested that there could be an "estimated grade" on the form and questioned whether it should be written to say *low "C"* rather than "*D*" or "*F*." Leslie agreed saying that if you put *low "C"* it tends to encourage a student to try to bring his/her grade up rather than discouraging them to drop the class.
- Susan said she doesn't think that a grade even needs to be indicated on the form.

Victoria said progress is being made with the Early Alert tool and that an instructor would be getting verification feedback that a student had received the notification.

- 3. Review Chancellor's Office Video Blog on Priority Registration**

Victoria presented a video-blog from the Chancellor's office and said it will be linked to our VC website. The video-blog discussed the new legislation being presented under the Student

Success Act, specifically that we have to start advising students beginning this Spring semester if they are on academic probation. She said that a letter has been drafted (copy given to attendees), and asked for feedback. Leslie questioned when auditing would begin, (i.e., how many units a student must have before being told to leave?). Alma said financial aid is flagged at 40 units. Aurora added that the students are notified prior to 90 units. Victoria pointed out that one of the items the video-blog states is that once a student has 100 units the student will automatically fall to the bottom of the priority list and then the student would have to petition to take more units. Alma pointed out that our college states that once a student has 75 units they would fall to the bottom on the priority list.

Susan pointed out that this is just phase one of the Student Success Act. Phase two will require students to declare a goal and educational plan after they have taken 15 units, which would qualify them for financial aid. Kay stated that when a student has attempted 90 units they have to file an appeal if they wish to take more units. Susan said that the appeal process is based on extenuating circumstances that the State has set forth such as health, accident, illness or a situation beyond a student's control. She further stated that returning students will not have the right to appeal, but that continuing students will.

4. Review Draft Letter to Students

Victoria passed out the "Draft 1 Student's Notification of Possible Changes in Registration Priority." After review of the letter there was much discussion. Susan said that the letter was incomplete as it stands because she feels students need to have a better understanding of why there is an issue with their registration priority (i.e., California law has changed). Susan shared that she would like to include extensive additions to the letter. Victoria asked her to email her changes for review.

Further discussion on the letter draft included: A) academic renewal; B) alternative ways to inform students about this change; C) Welcome Center as a good resource for students; D) using academic advising time to communicate this change to students; and E) Degree Works program, many students being unaware of this program. Victoria pointed out that TMC degrees are what colleges are accepting for transfers and students need to know that there is an "AA" degree and an AAT (transfer degree) and students need to know which one they will be needing. Victoria suggested offering a workshop for students to share this information. Alma offered that Financial Aid would be able to help provide whatever is needed for this workshop (food, supplies, etc.).

5. Other

Susan said the State is looking to fund matriculation with a scorecard by allocations sometime in FY '16. She said they are not going to fund on FTEs but rather on completers, which is based on student success rates. She went on to say that the Student Success Act will only fund 3 categories: 1) orientation; 2) assessment; and 3) counseling, and that only early matriculation will be funded from the general fund. The new focus now for students is "learn and leave." Victoria said as we progress through the legislative maze, communication will continue to be forthcoming.

Adjournment: 4:02 p.m.