Date: November 9, 2011


1. Approved Agenda

2. Approved Minutes
   a. Santana moved. Trujillo seconded.

3. Requisite Challenge Form (E. Colocho)
   a. A handout with changes and updates was distributed and discussed.
      i. It was suggested that Colocho update the procedure regarding what happens whether the form is accepted or denied.
      ii. It was suggested that Colocho share the form at the Division Council Meeting on 11/16/11 for faculty to be aware of form.
      iii. There was discussion regarding prerequisites.

4. Assessment Center Report (C. Santana)
   a. There Assessment Center has received two additional student workers from CalWORKs.
   b. Santana recapped this information from the previous meeting; the amount of student who passed the ATB, ATB-ESL & Math Competency tests will change significantly for Fall due to the Fall 2011 Fast Track program.
   c. The November calendar has plenty of testing sessions available to students. Normally, October, November and December are the slowest months for testing during the Fall semester.
   d. Santana brought up the fact that students from the sister colleges have been coming to take the Assessment Test at LAHC and taking results to their main campus. Other campuses do not offer assessments during the off peak season.
      i. Doffoney suggested there should be some type of Enrollment Management Plan.
   e. Colocho will send Matriculation Committee an email regarding Centralized Assessment.
   f. As of July 1, 2011 there are new rules regarding the ATB test. In addition to a 30 day waiting period to retest students must go
through tutoring. Santana and Fasteau met and it was decided students be referred to the Fast Track program and log in 20 hours of tutoring before being allowed to retest.

5. Matriculation Report (E. Colocho)
   a. Discussed that although the Online Early Alert program is available at anytime, faculty are still not taking advantage.
      i. There have been several efforts to try to encourage faculty to participate including Flex Workshops, emails and handouts in mailboxes.
      ii. It was suggested that information regarding the Online Early Alert program be included in Faculty Handbooks, as well as an online video tutorial, perhaps even mass emails/phone calls to faculty, also for Colocho to make an announcement at the Division Council Meeting for faculty to participate.
      iii. Colocho is working on "closing the loop" to the Online Early Alert process.
      iv. It was suggested that Blackburn be added to the Online Early Alert report that is emailed by Santana.
   b. Colocho announced the 30 unit limit is being enforced for Basic Skills.
   c. Colocho announced that Special Programs from other sister colleges is pushing for early student registration.

6. Items from the floor
   a. It was suggested to invite the Transfer Center Director to be part of the Matriculation Committee.
   b. Santana announced:
      The Los Angeles Harbor College Annual Holiday Potluck Luncheon and Show
      December 15th ~ 11:00 a.m. - 1:00 p.m.
      Seahawk Center Lounge