Date: December 14, 2011


1. Approved Agenda

2. Approved Minutes from November 9, 2011

3. Requisite Challenge Form, approved by the Academic Senate (E. Colocho)
   a. A handout with changes and updates was distributed and discussed.
      i. Colocho has trained counselors on the form as well as clearing prerequisites in the system.
      ii. Per Colocho, McKenzie is supposed to do the training for the Instructional Division Chairs.
      iii. Doffoney will coordinate getting it on the Academic Division council meeting Agenda for January and follow up with McKenzie to make sure it happens.

4. Ad Hoc Budget Sub Committee Recommendations handout: Suspend Assessment (E. Colocho)
   a. Colocho requested recommendations for the following items:
      i. Item #23: There was discussion regarding online admissions. David Ching suggested to close for certain time period and to reopen during different windows of time to deal with late start classes. Result could increase efficiency but cannot save cost. Sub and relief budget line is the only identified place in which savings could take place.
      ii. Item #24: There was discussion regarding adding after the first week. Also discussed late adds/late paperwork/in lieus within the context of success. Students registering late are often unsuccessful; students not completing paperwork on time
have difficulty when they transfer to universities and other colleges which enforce deadlines. Culture needs to change. It was suggested that there be a Flex activity to get faculty to enforce paperwork completion and follow through.

1. **ACTION ITEM-** Recommendation from Matriculation committee to the Budget subcommittee: Efficiency can be realized but savings cannot. Student success should be increased and recommendations could come through Student Success Taskforce (perhaps flex, etc.).

iii. Item #25: Cost is $5 per test.

There was discussion regarding score reporting to the instructors. If faculty were to get scores reported and not just placements it could help students on the bubble advance into next level course saving time and money.

1. **ACTION ITEM-** Recommendation from Matriculation committee to the Budget subcommittee: Recommend that we start charging for the re-testing. No charge first time, charge for second and beyond. Recommend the fee be $10.00 to re-test. Savings could be approximately $20,000 depending upon number of re-test; to cover the material, etc.

5. Items from the floor

a. There was a question regarding how soon the updated Orientation power point slide show will be used. Colocho stated that some updates need to be made and will be used soon.

i. **ACTION ITEM-** Recommendation of the Matriculation committee to Counseling Division: Recommend we have a face to face orientation in addition to the online version.

b. AtD coaches will be on campus next year on January 30th and 31st. It would be great to have them meet with Matriculation committee and counseling groups. Doffoney will set up appointments.