Date: November 12, 2008


1. Approved Agenda and Minutes
   a. Santana moved. Loiterman seconded.

2. Matriculation Coordinator Report (E. Colocho)
   a. Degree Works
      i. Guertin talked with articulation officers regarding the CSU/IGETC patterns
      ii. Schedule of projects is being pushed to complete assignments faster
      iii. Colocho will meet with Guertin to revise it
      iv. There was questions from committee regarding authentication process
      v. Colocho described the different phases of Degree Works
   b. Budget
      i. Received e-mail regarding budget cuts
      ii. During a meeting Colocho attended on 10/22/08 she learned that it’s been reported that students are successful if they go through at least three components of the matriculation process: Admissions & Records, assessment and counseling.
      iii. At the last District Matriculation Advisory Committee meeting it was decided that each school inputs SEP’s in their own database.
      iv. Harbor Matriculation already keeps a database of SEPs and Colocho inputs them in DEC S255
      v. During a meeting Colocho found out that money that would have gone to Matriculation was given to the Basic Skills Initiative instead.
      vi. Colocho discussed the possibility of giving pre-enrollment services to students who have completed three matriculation components.
vii. Colocho thanked M. Hobbs, R. Richards, and C. Santana for their article contribution for the Matriculation Newsletter and J. Luna for the layout.

c. Early Alert – Online
  i. Colocho will e-mail Early Alert screen shots to matriculation committee.
  ii. Discussed Early Alert follow up for instructors.
  iii. Discussed the possibility to make Early Alert SARS calls.
  iv. Discussed requesting students update their contact information when they register.
  v. The Matriculation Committee recommends creating a one stop center registration process during the first four weeks of registration including day and evening and the first two Saturdays, beginning two weeks before the semester starts. The request will be sent to the VP of Student Services.

d. Colocho sent Expenditure Reports to Sacramento.

e. Colocho is involved in the Counseling Workshop Committee whose goal it is to include all workshops given through Student Services.

f. SARS
  i. SARS has been updated and Luna will be trained to send out e-mail blasts.
  ii. There is now a pre-requisite tab function in SARS when seeing a drop-in Counselor.

3. Assessment Center (C. Santana)
  a. Lately students that have called the Assessment Center to make appointments have reported not receiving their student identification number from A & R when turning in their application.
  b. It seems that SARS data is not being updated from DEC after 24 hours, Colocho will look into this.
  c. Looking forward to moving to new building.