



Regular Meeting Minutes – Approved February 20, 2020 January 16, 2020

Members Present

Elizabeth Switaj
Jennifer Seru
Jomi Capelle

Va Savu
Cheryl Vila
Sali Andrike

John D. Villafania
Oyinade Ogunmokun

The meeting was called to order @ 11:18 AM

Agenda Items

- 1. Review of Previous Minutes**
 - **November 21, 2019**
- 2. Implementing the new RSA**
 - **Participatory governance representatives**
 - **Subcommittees**
 - **Admissions Board**
 - **Calendar and Catalog: chaired by the Dean of Academic Affairs. Its membership shall consist of one representative from student services and one department chair. The committee is charged with 1) developing and overseeing appropriate processes and timelines for development of the academic calendar and the catalog 2) providing guidance to the Dean and other personnel responsible for these documents and 3) recommending the academic calendar and catalog for the approval of the EMC.**
 - **Placement: ex officio chaired by the Director of Admissions and Records with a voting membership of the STEM chair or designee, Developmental Education chair or designee, and Liberal Arts chair or designee. The placement subcommittee regularly reviews the College's placement instrument, procedures, and processes.**
- 3. Registration review**
- 4. Accreditation: II.C.3: The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method.**
- 5. Adding opportunity for students to identify disabilities to application form**
- 6. Previous years' assessments**
- 7. Developing a monthly calendar of work**



Minutes

1. REVIEW OF MINUTES

- November 21, 2019
 - The only missing item on the minutes is the attendance.
 - Tabled for the next meeting.

2. IMPLEMENTING THE NEW RSA

- EC approved it yesterday.
- Participatory governance representatives
- Subcommittees
 - Admissions Board
 - Calendar and Catalog: chaired by the Dean of Academic Affairs. Its membership shall consist of one representative from student services and one department chair. The committee is charged with 1) developing and overseeing appropriate processes and timelines for development of the academic calendar and the catalog 2) providing guidance to the Dean and other personnel responsible for these documents and 3) recommending the academic calendar and catalog for the approval of the EMC.
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3. REGISTRATION REVIEW

- As we know we had some challenges during this registration, last week the number was very low so we had to extend registration.
- As of yesterday the number was looking better, 160 who officially enrolled and 80 unofficial. So we'll have 900 some this semester.
- But we think about what happened and why we had low numbers last Friday, there were few contributing factors but a big one was that there were about 200 some students who did not finalize their registration.
- Stevenson had a discussion with Dr. Elizabeth, John and Boni about taking out the confirmation from the early registration.
 - We can only allow early registration for students who have no issues, with FAFSA and with the College academic status.
 - For prerequisite, we will do what other schools are doing, which the instructor needs to give permission.



- If the student doesn't pass the prerequisite course but has already registered, Monica will drop the student.
 - It eliminates the concern from all parties involved in this advising process.
 - It is the best practice all schools are doing.
- It's not just the Financial Aid the grade can affect, it's also that the student can be on academic probation or suspension.
- students do the continuing student registration but the student doesn't have enough pell to pay for it, what happens.
 - The good thing is, this gives us enough time to work with the student.
 - You can find out that were out of Pell during the early registration process.
- Students will have to work with the Business office to make payment agreements or if they can pay in full.
- There is a process at the Business Office and Financial Aid Office, whether it's early registration or during regular registration, nothing will change, same process and same advising concept will apply.
 - During the registration week in terms of payment for their tuituation, students wouldn't have time but if we do this early whether confirming or accepting payment they would have enough time.
 - Students that are ok will go ahead, students with payment can come back during the regular registration.
- Let's try this for 3 semesters and see how smooth this can be, have experienced this from other schools.
 - We'll try it for Summer 2020 and Fall 2020.
- Stevenson will work with IT and Pinnacle.
 - For the implementation, Stevenson and John will work with Pinnacle and will advise the EMC chair of when it would be best to pilot this.
- Stevenson and John will provide a step by step process for this for the next meeting, February 6.
- Marketing: There should be announcements and posters for the first day of instruction.
 - We have a one stop shop, and can bring any information to this committee, EMC.

4. ACCREDITATION

- Standard II.C.3: The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method.
 - What is this standard asking us?
 - access to every service (student support).
 - To ensure that we are doing this we have to do survey and Program Review (Student Support).



- The DE center - Counseling services are doing it through zoom.
- The DE center coordinator looks at everything.
- The DE center coordinator reports to Dean, Rigieta but once we get our Dean of Success they will then report to him/her.
- Can the bus service be under the student services/support, which would create the schedule and the driver should be a student services staff.
 - Dr. Elizabeth will talk to the senior leadership (SLT) about this.

5. ADDING OPPORTUNITY FOR STUDENTS TO IDENTIFY DISABILITIES TO APPLICATION FORM

- We have to report how many of our students have declared themselves in this category.
- There should be a proper form to declare their disability, there is none and we don't have any service for them.
- We can include this in the CMI application form.

6. PREVIOUS YEARS' ASSESSMENT

- We still do have people working on their previous assessments that have not been done.

7. DEVELOPING A MONTHLY CALENDAR OF WORK

- Bring your suggestions to our next meeting.

Meeting adjourned @ 12:09 PM

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

20 - February - 2020

Date approved