



Regular Meeting Minutes - Approved September 07, 2017

Members Present

Rachel B. Salomon
Jomi Capelle
Cassandra Frandsen

Melinda Nish
Ernest Canonigo
Monica Gordon

Stevenson Kotton
Jacinta Samuel

The meeting was called to order @ 11:30 AM

Agenda Items

1. Review of Minutes
2. EMC Assessment
3. SIS
4. Others

Minutes

1. REVIEW OF MINUTES

- Tabled for next meeting.

2. EMC ASSESSMENT

- We will send out the Assessment for electronic vote.

3. SIS

- The sub group has not met.
- Issues during Registration were human errors.
- Monica and them had training yesterday, September 6, 2017.
 - They went over some of the modules.
- Registrar Office
 - Transcript - what need to add or modification.
 - Add/Drop
- Admission
 - Getting the application online - students can access the portal anywhere.
 - The system need to give the students their user and password.
- Early Register student who fail a class can register for the class during Registration Week.
 - We got to get the process figured out.
 - We have a program sheet issue (prerequisites).
 - We should create a wait list for students.
- The SIS Sub-group needs to be working.



4. OTHERS

- Admission Placement Test
 - There should be a discussion of how to update the test and inculcation of ABE, Dev Ed and credit.
 - We will have to go talk to the high schools.
 - Rachel, Va and Cheryl (Summer data) will have to talk to faculty about the students who took this placement test.
 - Rachel will email faculty.
 - We will have to look at the grading scale for placement.
 - Testing dates for Spring 2018 students are September and October.
 - Rachel and Va will need to determine a list of who will be included in the groups.
 - Should have 1 ABE faculty, 1 Dev Ed faculty and 1 Credit faculty for Math and ENG (separate meeting).
- The committee should be working on the EMP, which is going to EC September 20, 2017.
 - Stevenson will send something for Goal 3.
- Students from last semester in History class do not have grades.
 - Rachel and Jacinta will work with Va.

Meeting adjourned @ 12:07 PM

Next meeting September 21, 2017

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

02 - November - 2017

Date approved