



## Special Meeting Minutes - Approved November 23, 2017

### Members Present

Rachel B. Salomon  
Elizabeth Switaj  
Jennifer Seru  
Pamela Perkins

Melinda Nish  
Va Savu  
Cheryl Vila  
Meitaka Kendall-Lekka

Stevenson Kotton  
John Villafania  
Waisiki Baleikorocau  
Yumiko Mark

### Guest

Dr. Mark Zacovic

### The meeting was called to order @ 11:05 AM

### Agenda Items

1. SIS Issues
2. Registration Issues
3. Student withdrawal procedures

### Minutes

#### 1. SIS ISSUES

- We have 44 issues and 39 are late getting resolved, and the Pinnacle team doesn't talk to us much.

#### 2. REGISTRATION ISSUES

- Students don't have the right costs and DEV ED students' courses aren't showing but their credits are (faculty and student portal).
  - This is if they have the wrong Program sheet.
  - The Admission Office enter the student's information, the year entered and if the student is readmitted the program sheet that is effective for that year the student was admitted.
    - The Admission Office do the change a major for students.
    - It is an SIS issues Jomi can not do anything. The System cannot accept new programs.
      - Jomi designs a new program and rename 14-15 or 15-16 but during the registration the right courses wouldn't show up.
    - Registration only accept one program sheet, the 13-14 program sheet.
      - This is already been reported to Pinnacle, but they have not reply to the ticket yet.
  - The courses weren't showing because the student did not pass the prerequisite (In the student portal).



- Transfer students - the transfer courses wouldn't show on their transcripts in the faculty portal.
  - If you encounter this kind of issue, go to the student profile and look at the year if it's not 13-14 report it to Jomi to change it.
- Issues during Early Registration
  - First day did not work - Human error (it was not set for Early Registration).
  - student portal not working - some could and some couldn't register themselves.
    - The system was supposed to make available to them the courses on their program sheets.
    - Monica monitor the registration so she goes to the registration one by one.
      - Have to work with Boni to call Pinnacle.
  - Another issue is the course equivalency and the logic for the prerequisite.
    - This is also been reported to the Pinnacle team.
  - Grade change - In the faculty portal they can not see the grade change but can see the grade status.

### 3. STUDENT WITHDRAWAL PROCEDURES - Dr. Elizabeth

- There is a form and procedure for withdrawal.
  - There is a problem if not using the form, for Financial Aid and Business Office because the student can already use their pell to charge materials/supplies/food.
    - They wouldn't just lose the pell but will also end up owing money to the College.
- In SIS, the records that students see in the system is not accuracy to the MIP report.
  - When the Financial Aid Office do their adjustment, they do it on paper (Adding classes or withdrawing classes).
  - Jacinta is now adjusting student in SIS, so the student can see the adjustments.
- The system is still showing students who have already withdrawn from the class.
  - This is also been reported to Pinnacle.
- The Registrar Office has 2 forms: ADD/DROP and Withdrawal form.
  - The form need to have a complete withdrawal or courses.
  - The withdrawal form should be revised so that it is clear that students can use it to withdraw from all courses or a specific course.
  - The student fill up the withdrawal form and Business is the last to adjust and charge the students.
    - The students are awarded in full at the beginning of the semester but if they withdraw from their classes Jacinta need to return the money to the Department of Education and the student will end up owing money to the College.
    - Stevenson will have Lilly report the number of students withdrawing from classes.
    - We send back average \$30, 000 thousand to the Department of Education.



## ENROLLMENT MANAGEMENT COMMITTEE

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- Melinda will need to see the reports of numbers of students;
  - Defaulted on Pell
  - On Probation
  - Max out DEV ED credit - 30 credit
- The Enrollment list is always an issue with the Auditing Report, it's not accurate.
  - Its an issue from Faculty to Monica and not all students fill out the withdrawal form.
  - Student taking classes but do not have them on the record.
    - Some faculty sent the student to Financial Aid or Business Office, but sometimes it's the student.
  - LA is working on creating an attendance statement
- We can walk through the SIS process.
  - Seems there are some SIS issues, there are some human errors and we are not on the same page understanding the process.
  - The Registrar Office and Financial Aid Office send out reminders via email to faculty.

**Meeting adjourned @ 12:04 PM**

### Agenda for next meeting

#### 1. EMP

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

21 - December - 2017

Date approved