



Matriculation & Transfer Committee Minutes

11 November 2010

MEMBERS PRESENT: Lynda Halttunen, Karan Huskey, Adrian Arceniega, Richard Borden, Melinda Carrillo, Herman Lee, Carol Lowther, Steve McDonald, Renee Roth, Tony Smith & Kim Word

Guest: P. J. DeMaris, Chair, Counseling

Recorder: Dagmar Royer

The meeting was called to order at 2:00 p.m.

1. **Approval of Minutes** - Minutes of the 11 March 2010 meeting were approved, by consensus.
2. **Additions to Agenda** – None
3. **Governance Structure Group Request** – The committee approved sending a request to the Committee on Committees to make the following changes:
 - **Establish two positions as Co-Chair**
 - **Change four meetings per year to two meetings per year, one each semester**
4. **Credit Matriculation Update** – Lynda reported on the 2010-11 Matriculation budget, comparing the figures to the 2009-10 and 2008-09 budgets.

Lynda also told the committee members that the position of Matriculation Staff Assistant is currently vacant while Carol Moore is temporarily filling in as the Counseling Sr. Secretary.

Nearly all areas/departments of the Counseling Services Division have at least one SLO or SAO in place (in TracDat) and an assessment cycle in place.
5. **EAP Update** – No report.
6. **Non-Credit Matriculation Update** – Steve McDonald reported that ESL students are receiving less assistance because funding has been reduced, and the office is operating with only two full-time Non-Credit Matriculation staff members.
7. **Transfer Center Update** – Karan asked for suggestions to be able to reach transfer students in order to keep them abreast of ever-changing campus policies, deadlines, and general transfer information. The Transfer Center is modifying the process of collecting transfer student information. It is now asking for e-mail addresses and cell phone numbers in order to text students regarding transfer information. A Student Survey has been prepared by the PC Office of Institutional Research, hoping to find a quicker and more efficient method of reaching transfer students. Facebook was mentioned as well as signs in the parking lots, the electric sign in the Student Union Quad, and dispensing hand-outs to students on campus regarding transfer updates. It was mentioned that Phi Theta Kappa might receive service points for dispensing transfer hand-outs.

Lynda suggested supporting Karan's Program Review & Planning document to implement notifying students of important information, and keeping them updated. The group agreed, by consensus.

8. **Assessment Update** – Lynda reported that the Assessment Center will be testing at fewer high schools, starting in spring 2011. Several of the smaller high schools will be cut, and those students may go to one of the larger high schools to do their assessment testing.
9. **ADMISSIONS** – Herman Lee reported that PeopleSoft will be upgraded to enable students that sign up for the service to receive information. A transfer evaluation system may also be purchased for use by evaluators and counselors. It would entail a campus-wide license. The program would list course by course equivalencies across the United States. Training would be offered.
10. **Next Meeting – 10 March 2011**
11. The meeting was adjourned at 3:00 pm.