



## Matriculation & Transfer Committee Minutes

10 March 2011

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**MEMBERS PRESENT:** Lynda Halttunen, Karan Huskey, Richard Borden, Herman Lee, Carol Lowther, Nimoli Madan, Steve McDonald, Jose Ramirez, Tony Smith, Cindy Torgison & Kim Word

**Recorder:** Dorothy Farrell

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

1. **Approval of Minutes** - Minutes of the 11 November 2010 meeting were approved, by consensus.
2. **Additions to Agenda** – None
3. **Governance Structure Group Request** – Lynda announced that the Committee on Committees has approved the following changes for the Matriculation & Transfer Committee:
  - **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 that there have been no additional cuts to the 2011 Matriculation Budget. A state-wide Assessment instrument is being developed. If approved, PC would save funds purchasing COMPASS units. In the meantime, we have an agreement with the CSU EAP program, and we have access to their database showing test results of high school juniors. These results indicate if the students are college ready. If not, classes are suggested to bring these students up to college level. Lynda is attending an EAP College Readiness Workshop in Anaheim, sponsored by the Chancellor's Office. It is hoped that the numbers of incoming college freshmen that will test into English 100 and Math 110 will improve.

Cindy Torgison reported that students in the lowest level math classes are being offered an accelerated learning program in math in an effort to be ready for the next levels. Karan Huskey said a large number of students drop out of college because of the number of math classes that are necessary. Steve McDonald said the Learning Communities may help with this problem.
5. **EAP Update** – Kim Word reported that this year's EAP Committee has had its second meeting and plans are underway for EAP 2011. March 21 is the date when high school students can sign up on-line to attend a two hour orientation/educational planning session on Saturdays during April and May. Also, June 3 and 10 are the Fridays when two 3-hr. EAP sessions will be held to enable high school students to get registered for their Fall 2011 classes. Last year 2,000 students were enrolled. Herman Lee is making a presentation next week at the Foundation meeting to request \$40,000 to cover some of EAP expenses.
6. **Non-Credit Matriculation Update** – Jose Ramirez reported that we have eleven adult basic education classes, with 25 students per class. He is currently doing English and Math assessments for next fall's incoming ESL freshmen.

- 7. Transfer Center Update** – Karan reported that a survey has been conducted by the Research & Planning Office in an effort to find out what students believe is the most effective way in which to receive transfer information. Karan distributed a handout of the research summary.

Karan also announced that beginning with Fall 2012, UCSD is increasing the GPA for TAG from 3.0 to 3.5. UC TAG will limit students to applying to only 1 campus

A bus tour to U.C. Riverside was very successful. The student learning outcome was favorable -- 100% of the students learned from the experience and said they would recommend it to a friend.

A bus tour to CSULA is being advertised for April 1.

Dagmar Royer recently retired, after serving as Staff Assistant in the Transfer Center for 24 years. Two part-time people are currently helping out in the Transfer Center during the hiring process to replace Dagmar.

- 8. Assessment Update** – Lynda reported that the Assessment Center has reduced the number of high schools where we provide assessment testing each year, from 42 to 16, in an effort to reduce costs. More testing sessions have been scheduled on the PC San Marcos campus, and more Saturday sessions as well. In addition, some smaller high schools are transporting their seniors to larger schools to participate in EAP testing.
- 9. Admissions** – Herman Lee reported that implementation of the Academic Advising module of PeopleSoft is underway. Region X college catalogs are being built into the system for General Education courses back to 2006. Tracie Sayre, Systems Module Functional Specialist, is working on a training manual for counselors and evaluators. Transfer credit workload is an issue. Herman is doing a Time and Motion Study to determine the number of staff needed for this project next year. Gloria Kerkhoff, Articulation Officer, has also been devoting many hours to this project. Electronic downloads from Project Assist (assist.org) are being used. Implementation of the Academic Advising module of PeopleSoft has been a goal at Palomar College for years.

**10. Next Meeting – 13 October 2011**

- 11.** The meeting was adjourned at 2:45 p.m.