



**Matriculation & Transfer Committee
Minutes
Date of Meeting: 6 December 2007**

MEMBERS PRESENT: Lynda Halttunen, P.J. DeMaris, Katheryn Garlow, Karan Huskey, Herman Lee, Stan Levy, Carol Lowther, Diane McAllister, Jorge Saavedra, Anne K. Stadler

MEMBERS ABSENT: Michelle Barton, Perri Brock, Berta Cuaron, Jose Fernandez, Ron Haines, Gloria Kerkhoff, Leanne Maunu, Joe Madrigal, Scott McClure, Don Sullins and ASG Representative

GUESTS: Jose Luis Ramirez

Recorder: Carol Naddi

The meeting was called to order by Lynda G. Halttunen, Chair, at 2:05 p.m.

1. Approval of Minutes

The minutes of the 13 September 2007 meeting were approved.

2. Additions to Agenda –

Lynda Halttunen recognized Katheryn Garlow's 20 years of service to Palomar College and noted that she was the founding member of the Matriculation Advisory Committee. A plaque was presented to Katheryn on behalf of the Matriculation & Transfer Committee. Katheryn will be retiring from Palomar on Dec. 21, 2007.

3. Credit Matriculation Update –

Lynda Halttunen reported that there has been no response yet from the CCC System Office on the Self Evaluation that was submitted in January this year. The second round of Self Evaluations for the 2007-08 will be starting soon. Having completed the Self Evaluation has been helpful and a good exercise for Palomar College's Accreditation Self-Study.

4. EAP 2008 –

Lynda Halttunen reported the estimated budget for the 2008 EAP is \$127,000. Last year's budget was approx. \$80,000. Lynda submitted a request to the Student Services Planning Council for support in requesting \$64,000 from the district. The Council endorsed the request and Mr. Madrigal, SSPC Chair, presented the request to SPC. It is hopeful that the district will be able to provide the requested fund for the 2008 EAP. Funds have been set aside in the credit matriculation budget to assist with the EAP this year. A follow-up report will be presented to this committee at the next meeting.

5. Basic Skills Initiative/Plan – Lynda Halttunen reported that the Basic Skills Workgroup has been working for over a year on a Plan which is due to the CCC System Office in May 2008. The Work Group will be meeting on Monday, Dec. 10, from 1pm – 6pm, to begin the Self-Assessment process in preparation for the creation of the required Basic Skills Plan.

6. **Credit Matriculation Budget** – Lynda Halttunen reported that the 2007-08 Matriculation budget is \$1,328,983.00. A handout was distributed to committee members that listed the breakdown of the budget. Approximately \$80,000 has been put aside in a contingency fund which may be used for the 2008 EAP if needed. Another budget update will be provided to the committee members at the next Matriculation meeting.
7. **Non-Credit Matriculation Update** - Anne K. Stadler reported that Non-Credit Matriculation received a \$13,333.00 increase in its budget. The total budget for Non-Credit Matriculation is \$350,808.00. ESL is expecting to support the 2008 EAP but is unsure yet how much they will be able to contribute. A suggestion was made that they could at least contribute towards the ESL portion of the EAP.
8. **Transfer Center Update** – Karan Huskey reported that she will be on a Sabbatical during the spring 08 semester. P.J. DeMaris will be Acting-Director of the Transfer Center while Karan is on leave. There are two transfer center classified employees that are serving as CCE representatives. Both staff members are receiving a percentage of time off to fulfill their duties as CCE representatives. There is concern that during the busy time the Transfer Center may be short-staffed. If necessary, hourly employees will be hired and if available paid for by Matriculation funds.
9. **PEERS Update** – Diane McAllister reported that she has 11 Peers working this year. Lately they have been busy calling students that participated in the 2007 EAP but are not enrolled at Palomar encouraging them to enroll in a late start class(s) or register for the spring 08 semester. The Peers are also calling students that participated in the 2007 EAP and are enrolled at Palomar for fall 07 asking if they need any help with spring 08 registration and encouraging students to make an appointment with a counselor to complete an education plan. Students have all indicated that they did not need help registering for classes which is a good indicator that they received and learned the instructions needed to register during EAP.
10. **Other** - none
11. **Next Meeting** – March 6, 2008 at 2pm in SU-30
12. The meeting was adjourned at 2:50 p.m.