Attendees: Francesca Bello, Maggie Cordero, Renée DeLong Chomiak, Kay Follett, John Gallant, Terrie Lopez, Debra Moore, Stephanie Murguia and Ed Rother

Admissions
- A variety of Admission & Records forms are available online for students to access. (ie. Application, College Bridge/Enrolled Minor, AB 540, Audit Request, Enrollment Verification, Refund Request Form, A & S Petition, Change of Student Data Form, Change of Program Form, Degree Reorder Form, Pass/No Pass Form)
- Summer 2009 applications are now accepted in person.
- Students are not able to turn in an online Summer 2009 application.
- Testing 3 C’s in PS to send students an E mail notification that they will need to turn in an A&S petition if the student received 2 D’s, F’s, and/or NP in a particular course.

Orientation
- Approximately 440 students were mailed letters informing them of the Spring 2009 New Student Orientations.
- During the Spring 2009 registration approximately 406 students attended a New Student Orientation and approximately 313 students completed an ONLINE orientation.
- Students can now complete an online orientation for Summer 2009.

Assessment
- Last year the Assessment Center had students schedule an appointment to complete their Assessment.
- Working on how to better schedule appointments for students.
- Conducting a study with the Math department to validate their scores.
- ENGL & ESL will be validated in 2010.
- Due to limited resources, Assessment testing is not being offered 2 days a week (Fridays AND one additional day of the week) in order to maximize staff resources during summer peak time. A couple of group assessments have been scheduled on Fridays, by request.
- In April, Terrie will give an update on the expiration of test scores.

Counseling
- Spring 2009 registration felt like Fall registration.
- Gearing up for Summer 2009 registration.
- Counseling is conducting more and more workshops to assist our New Students and students who are on probation.
- Collaborating with the Health Occupations division- setup Nursing & Dental Hygiene Workshops for students to be able to sign up via the internet.
- Implemented SARS CALL for Success workshops....students can sign up via the Counseling webpage, and will receive an automated voice message from the Counseling Department reminding them of the workshop they signed up for.
- CG course prefix will be changed in the FALL to COUN.
- In Fall 2009 standards are changing for the English & Math requirements.
- Flying a Full-time Counselor position.....deadline March 20th.
- Working with habits of mind campaign.
Follow-up

• During the Spring 2009 registration approximately 587 students attended a Success Workshop.
• As of February 3rd, there are 2,902 students on probation.
• Letters will be going out this week to notify students of their status and inform them of Success Workshops.
• Counseling continues to experience a significant increase of students attending success workshops; utilizing the Board Room & HS 102 for our workshops

Research and Evaluation

• Will be contacting Young Kim to see if she can attend the Matriculation meetings.

Coordination and Training

• Full-time & Part-time counselors attended various conferences.

Prerequisite Enforcement

• Process for prerequisites checking is not automated.
• Currently, Admissions waits for the majority of grades to be posted and then manually review to see if students have not met the prerequisites; students will then be dropped.
• Working to automate the process and/or electronically notify the students.