Matriculation Advisory Committee Meeting
Minutes
Wednesday, January 27th, 2010

Attendees: Roger Adams, Francesca Bello, Rocio Casillas, Dr. Renée De Long Chomiak, Maggie Cordero, Michael Farina, Kay Follett, Lorraine Gersitz, George Jarrett, Dr. Stephen Johnson, Young Kim, Terrie Lopez, Pilar Mata, Stephanie Murguia and Leo Zambrano

Handouts
• Matriculation Standards from Chancellor’s Office

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<tr>
<th>Speaker</th>
<th>Agenda Item &amp; Minutes</th>
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| **I. Matriculation Component Updates**  
**Admissions**  
• Admission & Records is still busy.  
• Credit card system was down for about a month.  
• E mails & Phone calls were made through SARS calls informing students the credit card system is back up & they must pay by the 19th of January.  
• As of January 20th about 1,600 students have not paid.  
• Another notification will be sent out informing those students to pay ASAP.  
• Campus Police is selling Parking permits only when Admissions is closed.  
• Starting March 1st, Admissions will be accepting Summer & Fall applications online & in-person.  
• Students who graduate in June and apply to Cerritos College should indicate that they are a graduate.  
• Faculty requested they be able to add students at the start of the semester.  
• All add deadlines have been changed. Students can only add a class the Sunday before the start of the session.  
  o Comment from Faculty member: this system change is greatly appreciated.  
  o Comment from student member: this changed worked.  
• Instructors use good judgment when adding students into a class.  
• There is no official policy on how many students an instructor can add.  
• The recommendation is do not add more students than the room can hold.  
• There is a formula to how registration appointments are issued, please check the class schedule for the official formula.  
• Concern: With the many adjustments of deadlines, Cerritos College is being inconsistent.  
• Response: Cerritos is trying to be consistent however, we are doing what is most practical & helpful for our students by not dropping them for non-payment. |
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<tr>
<th>Renée</th>
<th><strong>Orientation</strong></th>
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<td>• 784 students were mailed letters informing them of the Spring 2010 New Student Orientations.</td>
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<td>• 502 students attended a New Student Orientation.</td>
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<td>• 352 students completed an online orientation</td>
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<th>Terrie</th>
<th><strong>Assessment</strong></th>
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<td>• Crunch time for Assessment is done.</td>
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<td>• Assessment numbers were down this time around.</td>
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<td>• Normal crunch time was possibly spread out through the Fall semester.</td>
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<td>• Assessment Center is back to administering assessment tests 3 days a week (Monday, Tuesday &amp; Thursday). This allows staff to do testing for special populations.</td>
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<td>• Summer &amp; Fall assessment schedules should be available soon.</td>
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<td>• Informing High Schools to have their students come in early and take their assessments.</td>
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<th>Renée</th>
<th><strong>Counseling</strong></th>
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<td>• The registration setup for Spring was taken down Monday, January 25th.</td>
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<td>• Working &amp; strategizing to meet the needs of the student; the volume of students is slowly dwindling.</td>
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<td>• From November 23, 2009 to January 13, 2010 approximately 2,122 students were seen by a counselor on a walk-in basis.</td>
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<td>• Counseling setup ‘Coun 15’ to assist with the flow &amp; volume with walk-in counseling.</td>
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<td>• Counseling is working with Project H.O.P.E; Rocio Casillas is the lead counselor with a total of 4 Counselors providing Project H.O.P.E. services.</td>
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<td>• Nursing &amp; Dental Hygiene Application workshops have started, students can sign up via the internet through the Counseling Website or by calling the Counseling Front Desk.</td>
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<td>• 1,204 students were on probation due to Summer 2009 grades.</td>
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<td>• 895 students attended a Success Workshop during the Fall semester.</td>
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<td>• Counseling will be running the ‘academic standing’ this week and we will be able to notify students who are on probation due to Fall 2009 grades.</td>
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<td>• Longitudinal studies have not been completed; Counseling is looking into possibly using random sampling.</td>
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<td>• StrengthsQuest Training was Tuesday, January 5th.</td>
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<td>• Working with iFALCON &amp; Habits of Mind.</td>
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### Research and Evaluation
- Updating ‘08- ‘09 Institutional Data.
- Normally this data is processed in June but will complete this throughout the year.
- Information is posted on the Research and Planning website.

### II. Matriculation Allocation
- Matriculation was cut 51%.
- Towards the end of December DSPS received their allocation—down $900,000.
- DSPS will need to be supported by the general fund.
- DSPS was cut 61%.
- CalWORKs was cut 31%.
- The FT Counseling Classified position has not been filled.
- Short-staff, which can slow the process down of processing Pre-requisite Clearances & grad petitions.
- Cerritos cannot hire off campus.

### III. Matriculation Standards from Chancellor’s Office
- The handout of Matriculation Standards from the Chancellor’s Office was distributed.
- The Standards were distributed for members to have a general idea of what Matriculation incorporates.

### IV. EAP Update
- The EAP deadline was a week ago Friday.
- Currently waiting to hear from the Chancellors Office.
- If Cerritos College is approved, Artesia High school will be our partner school.
- The Chancellor’s Office is hoping to award 20 grants.
- Out of 110 colleges only 20 will be choosen.

### V. Orientation Discussion
- Stephen Clifford & Francie Quaas-Berryman are leading a campus wide discussion on ‘Orientations’.
- Orientation Discussion is on Friday, January 29th from 9:00-2:00pm.
- Over 10 Counselors are attending this discussion.

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**Next Matriculation Meeting is Wednesday, April 21st in SS 16 at 2:30pm**