



ANTELOPE VALLEY COLLEGE
Dean of Counseling

**Matriculation Committee
Meeting Minutes for March 5, 2009**

Attendees

Darcel Jarrett-Bowles, Louis Lucero, LaDonna Trimble, Patricia Marquez-Sandoval, Kelley Hare, Ted Younglove, Dr. Roslyn Haley, Dr. Les Uhazy, Michael Jacobs, Kim Covell, Maria Clinton, Annette Skeen

Recorder: Ryan Widmer

Meeting was called to order by Patricia Marquez-Sandoval at 9:38 am

1. **2009-10 Student Handbook – Patricia Marquez-Sandoval:** A copy of the 2008-09 Student Handbook was placed in your mailboxes last fall. For the 2009-10 Handbook, we're having a professional photographer take photos. Some of the photos will be recommended and then brought to this committee to decide on which of those photos will actually be used. Please look over the handbook, especially the sections that apply to your area. She will look over areas affected by Senate and Deborah Charlie will do the same for AP&P. It needs to be completed before the end of May. In the past we've used Sinclair Printing and we'll do that again this year. There is a lot of great info in the handbook. Patricia has emailed Newton Chelette to discuss the athletic program and to get the events for next year. LaDonna asked that everyone check their areas in not only the handbook but the catalog and schedule as well to make sure that all three say the same things. Roz will send the new FERPA model statement from the U.S. Department of Education to Patricia.
2. **Probability List: Class Recommendations – Ted Younglove:** There aren't many basic skills courses offered during Intersession. The big test will be Spring. Kelley will check the counseling numbers to ensure ... Ted will have some hard numbers available by next month.
3. **Student Success and Equity Committee Report – Ted Younglove:** (See "Executive Summary" handout.) We're pretty well balanced with the community population in terms of ethnicity. In gender, we have somewhat more females but that seems to be a fairly common trend in community colleges. Age group is not compared to the community just differences from year to year. Next year is supposed to be the largest graduating class



ever in the Antelope Valley. We're dropping over time in retention and success, which isn't what we want to see. In 2006-07 we were above the state average. In percentage of success and retention by ethnicity, not all students claim their ethnicity so total enrollment doesn't add up. READ 099 has the highest success of all READ classes. ENGL 099 has the lowest success of all basic skills English courses but we're not quite sure why. MATH 050 A & B together average out about the same as MATH 050. In MATH 070, A & B do somewhat better. MATH 102B success is quite a bit higher but it also has a much smaller sample size. In Compass scores, math tends to bounce around. Spring tends to have a little higher scores than Fall results. Ted will add actual placement next time. English has been pretty flat until this last fall where we had a fairly big drop. Completion of certificates and degrees is down a little but those numbers stay fairly constant. Last year we had a decline in transfer but we haven't had a chance to figure out why yet. Our movement towards basic skills could be a reason or the current economic situation could be a factor as well. The transfer numbers come from the National Clearinghouse. This entire report gets broken down even more and has an incredible amount of detail so if anyone is interested in a specific area, let Ted know. Roz was at UCLA this last weekend and they are seeing an increase in applications. They think it may be because of the economy and more students staying in state to avoid out of state tuition fees.

4. **Matriculation and the Basic Skills Initiative – Dr. Roslyn Haley:** Roz will talk more about this at Monday's meeting after she's heard back from the team that will be coming for our categorical site visit. She will go over what they will look for, questions they will be asking, and who they will want to meet with while they are here. She was just on a team for a visit to another community college and learned a lot. In counseling, we've already implemented some things to help in our basic skills initiative such as new student peer mentors and a basic skills adjunct counselor. Annette Skeen is the new counselor and is in attendance at today's meeting. She will be housed in Assessment so will be able to make contact with basic skills students as soon as they complete their assessment tests, directing them appropriately to the different services on campus that can be beneficial to them. Annette introduced herself and explained that she also currently works at Penny Lane Family Preservation Program. In that role, she mostly works with the Latin community and based on the families' needs, she directs them to appropriate services. Roz explained that the first day of our site visit will be filled with interviews. The committee will be looking for compliance with Title 5 and Ed Code, making sure we have follow-up in place, how we help our basic skills students, and other things of that nature. She thinks we are really in good shape as long as we can all respond in pretty much the same way to their questions. They will also want to see how far along we are in our PLOs and SLOs as well as accreditation, how our categorical programs are working together, how we track our students and if we are tracking students in the different programs. On the second day we will hear what they will be putting in their final report and given an opportunity to respond. Patricia pointed out that LaDonna's comment



earlier about ensuring the language is the same in the catalog, schedule, and student handbook is definitely important. Roz reminded everyone that the site visit team already has a copy of all these materials from this academic year and we will need to show that we've been proactive in fixing any differences for next year. She will talk more about the visit on Monday.

5. **Matriculation Plan, any questions? – Patricia Marquez-Sandoval:** Please review the report again, particularly your section.
6. **Title 5 References in Matriculation Plans – Dr. Roslyn Haley:** Roz just received the newest references last week and will email them to everyone and also have them printed and ready for Monday's meeting.
7. **Prerequisite Challenge Procedure – Patricia Marquez-Sandoval:** Gloria and Patricia sent out a memo from the Academic Senate that should have been in your mailboxes yesterday but it wasn't the edited version so will have another copy sent out. Last semester the Senate and AP&P went over the prerequisite challenge procedures and we are in compliance with Title 5. Senators expressed concerns about the five day rule. First, the clock does not start ticking until 8:00 a.m. the day after the form was turned in and weekends and days of campus closure are excluded. Maybe we should look into adding language to the forms so students are aware of that. Second, it is the faculty's responsibility to ensure there is someone available for the challenges even during long periods of absences such as Summer and Intersession. As a last resort, and it should only be a last resort, adjuncts could make a decision. It's important for everyone to remember the point of the challenge procedure is to make sure students can be successful. Students need to realize that no one can, not even a dean, can override a decision but they can turn in another challenge with new documentation. Roz will also be sure this subject gets added to the next adjunct training session and will invite educational advisors to the training as well. Patricia went on to mention that faculty should come together to discuss what will be accepted as proof students meet a prerequisite. If one faculty member accepts something and another denies the same thing, it creates an unfair situation which goes against the purpose of the procedure so it's important we standardize and remain consistent. The AP&P Manual, that can be found online, talks about the entire process more specifically and the manual is there in the hopes that faculty will use it. Roz would like to propose we look into utilizing the new scanners to send a copy of the challenge forms directly to the divisions so they know when a form will be coming and for what course so they can start finding available faculty, if that's needed, even before they receive the actual challenge form. Les stated he preferred the current system and Roz explained the current system would remain in place as is that this would just be an addition that would be there for divisions to use if and when they wanted. Patricia suggested the idea be brought to a deans meeting for further discussion.



No further business. Meeting adjourned at 10:30 a.m. We will pick up with Dr. Hall's discussion of Dream Works at our next meeting. If anyone has additional items they would like to discuss, we can do that then.

Next meeting: Monday, March 9, 2009, 2:00 PM – 3:00 PM, in room SSV 173.



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