



ANTELOPE VALLEY COLLEGE
Dean of Counseling

**Matriculation Committee
Meeting Minutes for March 9, 2009**

Attendees

Louis Lucero, LaDonna Trimble, Patricia Marquez-Sandoval, Kelley Hare, Dr. Roslyn Haley, Dr. Les Uhazy, Michael Jacobs, Kim Covell, Maria Clinton, Annette Skeen, Dr. Rosa Hall, Wade Saari, Michelle Hernandez, Dorothy Williams

Recorder: Ryan Widmer

Meeting was called to order by Patricia Marquez-Sandoval at 2:06 p.m.

1. **Budget: Degree Works – Dr. Rosa Hall:** See handouts. We do have more funding than we budgeted now that the official budget is out but we will have cuts next year. So if we want to get Degree Works, now is the time. We budgeted \$25,000 for Degree Works but it will cost closer to \$100,000. We bought assessment units from another source so we have the \$30,000 originally budgeted for that plus \$950 from Discover, also funded from another source, along with some other areas. Those savings along with the \$103,000 from having a larger budget means we could still afford Degree Works. It will need its own server and will cost \$21,000 per year in licenses. We would try to phase it in as well, which would keep us from having to pay all at once. We're still trying to work out the details on what we will have to pay when. If we have the money, we can have them do more of the coding for us which would be around another \$30,000. The budget also includes some assessment and the SARS licenses but they aren't spelled out on this sheet. All agreed to work out what is needed to get Degree Works.

For Non-Credit, we have about \$8000. We're looking into having student peer mentors and improving our follow-up.

6. **Early Alert – Dorothy Williams:** Last fall, Dorothy did several presentations to raise awareness of Early Alert. Last year they had about 110 referrals but this year they've only gotten approximately 30 and we're about to the middle of the season already. Dorothy met with Annette today regarding how she will interface with basic skills students and help reach them sooner. All employees can send Early Alert referrals not merely faculty. She worked with Institutional Research to design a survey that will be sent to students and that should be going out any day now. They will be asking students if



they are aware of the program and if so, how they feel about it. In the past, the only referrals received from counselors have been from HD courses not from counseling appointments. Title 5 requires that every student be referred by a counselor or instructor.

Dorothy attended a conference on peer mentor training. She will be developing the core, following the requirements, and then each area can add their own specialty strand to the training. There is a peer mentoring handbook that can be purchased and Dorothy will send out the purchasing information. This is a certified training program so we could award the students with certificates in May when the tutor certification ceremony is held. They would need to complete the training plus have 50 hours of work experience.

2. **Matriculation and the Basic Skills Initiative – Dr. Roslyn Haley:** Student Services has put together a list of goals and what is being done to reach them. We're hoping to identify matriculation components and which of them overlap with the basic skills initiative. Roz has been in contact with the team leader of our upcoming Categorical Site Visit. The team has already identified the people they would like to interview while they are here and Roz will help them out by putting together a schedule. The team has been meeting monthly. They are going forward with the idea that that are coming here to learn not to criticize. Of course, we still need to be concerned and at our best but it's refreshing to know that they have that attitude. We will have breakfast available for them when they arrive and a work area for them to keep their things locked up and work in when needed. We'll have a meet and greet during breakfast and we'll provide lunch for them as well. They will get us the list of interviewees before they arrive. They may decide to add to the list once they get here. If you would like to help with the preparations for their visit, please contact Roz.

3. **Title 5 References in Matriculation Plans – Dr. Roslyn Haley:** See handouts. Dr. Haley printed out sections relative to matriculation components and especially any that have to do with what we're doing now. Please look over and feel free to contact her if you have any questions.

4. **PLOs – Patricia Marquez-Sandoval:** See handouts; page 94 and 95 is out of the AVC Matriculation report and page 16 is from the AVC Accreditation Follow-Up Report. We need, in Counseling and Enrollment Services and maybe even in our categorical programs, to look at SLOs again and determine which of them are actually PLOs. It's urgent that we get started on this to be sure we complete everything on time.

5. **“Open Registration” Check List – Michelle Hernandez:** See handouts; one for Lancaster campus and one for Palmdale campus. This is meant to be an at-a-glance guide for students. It's done during open registration time because that's when we seem to have the largest influx of students. The committee gets together each semester to review and



ensure changes are reflected on the list. If you have any feedback, please contact Michelle.

7. **Spring 2009 Meeting Schedule – Patricia Marquez-Sandoval:** All agreed to meet the first Wednesday of each month from 12:00 to 1:00 p.m. for the remainder of the spring semester.

No further business. Meeting adjourned at 3:00 p.m. Next meeting, Dr. Uhazy will do a Basic Skills report and Wade Saari will do an Assessment Committee update.

Next meeting: Wednesday, April 1, 2009, 12:00 PM – 1:00 PM, in room SSV 151.



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