



ANTELOPE VALLEY COLLEGE  
Dean of Counseling

**Matriculation Committee**  
**Meeting Minutes for September 22, 2008**

**Attendees**

Darcel Jarrett-Bowles, Louis Lucero, Dr. Rosa Hall, LaDonna Trimble, Patricia Marquez-Sandoval, Michelle Hernandez, Sherrie Padilla, Kelley Hare, Ted Younglove, Dr. Roslyn Haley, Wade Saari, Dr. Leslie Uhazy, Michael Jacobs

***Recorder: Ryan Widmer***

Meeting was called to order by Roslyn Haley at 2:35 pm

**Introductions:** Everyone introduced themselves for the benefit of our new committee members, Dr. Roslyn Haley and Michael Jacobs.

1. **Review Matriculation Plan by Area – Patricia:** Roz and Patricia attended the Chancellor's Office Matriculation Training and while there, discussed a need for reviewing our Matriculation Plan. The best way to do this is for everyone to look at your area of responsibility within the plan (the plan, from 2005, can be found in the Matriculation Committee Group at MyAVC) and come back with any changes that may have been made. Has something been added that wasn't in the original plan? Are we not doing something that we intended to do when the plan was drafted? We will revisit each area's status next meeting.
2. **Changes to Plan Required for October Report Submission – Patricia:** Once we've identified the changes to the plan, we will need to submit Request to Change forms, which are due in October. The form will be added to the Matriculation Group at MyAVC for everyone to view.
3. **Calendar Remaining Meeting Dates/Times for Fall 2008 – Roz:** We have a lot of things going on right now and we really need to make sure we always have a quorum. All agreed to hold the next meeting on Wednesday, October 1, at 12:00 PM. Ryan will find a room for it and feel free to bring your lunch. All agreed that we will have the remaining meetings on the first Wednesday of the month at noon as well (November 5 and December 3). We will revisit the day and time during the Spring semester as schedules are likely to change. Our site visit is expected to be in April so we'll try to schedule 2



meetings that month. Rosa will bring the most recent Matriculation Charge and Make-up of Committee (from April 2007) to our next meeting.

4. **Matriculation Report Draft Status – Roslyn:** We still need to do some clean up on the report. Richard is researching the inconsistencies and may be contacting Ted to clarify some of the data. The assessment data is perfect. An explanation regarding the new system conversion will be added to explain why some of the counseling numbers appear low. Roz will write on what we're doing that is consistent with best practices and Richard will take the final product and put it in one voice. At that time it will be emailed for your review and will be made secure (the password was given but call Ryan if you forget). If you would like to see the raw report (just narrative, no data or budget numbers) in advance of our next meeting, please let Roz know and she will email it to you. If there is any data that you still need to submit or change, please forward that to Richard as he is the gatekeeper of the report.
5. **Matriculation Budget Review – Rosa:** (see handouts) The salaries and benefits page (with employee names left off for privacy purposes) totals the fixed costs from the budget (\$436,111.47). Deborah Wallace assured Rosa that it would be smart to target 90% of last years budget numbers as the total budget for this year which would be \$687,139.20. The only thing we know for sure regarding this year's budget is that we will not get a cost of living adjustment. After subtracting the Credit line items, we could have around \$109,000 remaining. We will need to re-look at the cost for Degree Works as that price will only cover the software but we will also need things like infrastructure and servers. We will need to add video surveillance in the new modular building for Assessment as one wall that should have been glass had to be changed to a solid wall. This is a one time expense, however, and will likely be around \$30,000. All agreed that we need to add a Spanish version of CCC Apply (should be just under \$5,000). We may need to look at how we report what our student ambassadors are doing as they are really fulfilling the role that a peer advisor would perform. Rosa agreed she could find a different name for them on the budget to help reflect this.
6. **Validation Cut Scores: Assessment Scores – Wade:** Ran out of time to cover today so will add it to next week's agenda as Item 1 with the Change in Plans as Item 2 and Report of Matriculation Draft as Item 3.

No further business. Meeting adjourned at 3:30 pm.

**Next meeting:** Wednesday, October 1, 2008, 12:00 PM – 1:00 PM, in room SSV 151.



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