

Enrollment Services Director's Meeting
Tuesday, June 21, 2011
9:00am – 2:00pm
Highland Lakes Campus, Room WH-371
Minutes

IN ATTENDANCE:

x	Brown-Williams, Janice	x	Linden, Steve		Mathews, Carla
	McCall, Maurice	x	McMullen, Katherine		Porter, Wilma
x	Van Buren, Kelli	x	Nadlicki, Leanne (Recorder)		Powell, Andrea (Recorder)

- I. Reviewed and approved March 22, 2011 meeting notes.

- II. Today's Agenda was amended to include:
 - A. Additions to New Business- STARR & CEPI update, ENG-1510 Placement, Bachelor & Guest Waivers
 - Amended Agenda was approved.

- III. Standing Updates
 - A. Staffing Updates-
 1. Royal Oak / Southfield Campuses-
 - a) Adecco temp will be hired for the SF counseling SSS position. Crystal Young-Collins transferred to the Royal Oak Enrollment Services SSS position in May.
 - b) The Administrative Specialist position had two external applicants. Neither were accepted. Position may possibly need internal reposting.
 2. Orchard Ridge Campus-
 - a) No change
 3. Highland Lakes Campus-
 - a) No change
 4. Auburn Hills Campus-
 - a) SSS position vacated by Brenda Dilworth was approved. It will be posted internally. Adecco temp, Theresa DeLong is currently filling the spot.
 5. District Office-
 - a) Interviews for the two vacant positions went very well. One interview remaining. Hoping to get the recommendation to the July Board meeting.
 - B. Recruiters
 1. Meeting scheduled for tomorrow, June 22nd at Auburn Hills.
 2. Requisitions for Recruiters should be done on campus by the Director or their Administrative Specialist.
 - C. International Student Advisors (ISA)
 1. Need process for students who need a traveling signature and the ISA isn't available.
 - D. Financial Aid (Student Financial Resources and Scholarships)
 1. Financial Aid offices will be closed on Wednesdays this summer to allow concentrated file processing.
 2. The new "N" mark policy began with Summer 2011 semester. The turn around time to recalculate the financial aid award is approximately 7 days.
 3. The new Satisfactory Academic Progress (SAP) policy is in effect beginning July 1. Transfer credits will now be included in the number of attempted credits.
 4. Financial Aid audit is underway. Hoping for a better report now that the issue with the timing of the file upload has been resolved.

5. IT, Financial Aid & Enrollment Services is working on a fix for the problem with Financial Aid students being incorrectly deregistered during Summer semester.

E. DO Operations

1. Evaluations: Currently 6 – 8 weeks behind
2. Graduation: Still posting Winter 2011 grad apps. Kim Okamura will start printing diplomas in June & July for Fall 2010 graduates. Winter 2011 diplomas will be printed in August & September and Summer 2011 diplomas will be done in October & November.

F. O2O (Oakland 2 Oakland)-

1. Numbers are great! There are at least 80 students for Fall.
2. Data is extracted each week. Steve is trying to get an extract of date to date, rather than week by week. The Community College to Oakland symposium indicates that our numbers are about half of Macomb's numbers. Macomb has been participating in the program for 5 years.
3. Steve recommends that we get a file of full records weekly, not just updates.
4. Oakland University wants to develop a common format that all partner schools can use for the extract.

G. Redesign

1. Carla was not present. Check the website for updates.

IV. New Business

A. Going paperless with prerequisite grid sheets

1. In order to ensure that the proper codes are being used, please remove the binders with paper grid sheets from campus. The current grid sheets are stored on the Enrollment Services shared drive.

B. AtD LCAR program

1. Program is not mandatory
2. Pairing ENG-1055 or ENG-1060 with ASC-1070 or CNS-1100
3. Pilot program for Summer semester at AH, RO & SF
4. Must register through Enrollment Services. There's a registration hold like an athlete
5. There's a check-list & a contract
6. Need to find out what the registration error message is from Beth Knowles

C. AtD ENG-1055 Orientation

1. Beginning Fall 2011, students who place into ENG-1055 must attend a mandatory orientation.
2. Dates will be established by the campuses
3. Current students (the "Dream Team") will help facilitate the orientation
4. Applies to students who took the COMPASS test on or after June 1, 2011
5. Students who attend will have a passport which will be stamped as they sit through each session (Orientation, Counseling, ASC, English department, Student Life, Main Overview). The passport will be collected by Enrollment Services at the end of the orientation. An Admission Test code (AtD.ENG) will be placed on the student records in TSUM to notate attendance.
6. Leaders will be: Student Life Coordinators. Academic Managers and Deans will be the support people.
7. AH – Henry Tanaka; HL – Kris Evans; OR – Jahquan Hawkins; RO/SF – Rosalind Reeves
8. During testing, there was a problem with the system accepting multiple placements

D. New POS with Bookstore & relationship to MI Works:

1. There will be separate vouchers for books vs. tuition
2. If a voucher was used in the past for books, a sponsorship is set-up
3. If student is new to MI Works – Paperwork is not turned in yet. Takes 48 hours to set up sponsorship
4. Voucher still has to go to the cashier

- E. VA Holds
 - 1. VA holds for Summer semester have been a DREG nightmare
 - 2. There is a meeting scheduled with IT to modify the DREG process. Once completed, it needs to be tested.

- F. ISA/Recruiters Rotation
 - 1. Recommend having ISA at HL campus one day per week
 - 2. Recruiter can continue to service recruitment activities for this territory while working from their home campus

- G. Admissions applications
 - 1. Reduce number of printed copies to 20,000
 - 2. The application needs to be reviewed by the ISA & Recruiters tomorrow to see if they have any recommended updates.

- H. STARR & CEPI Update
 - 1. STARR – Student Transcripts & Academic Records Repository – process to upload report
 - 2. CEPI – Center for Educational Performance Indicators – Organization that handles the process
 - 3. Steve worked with IR to upload massive amounts of data
 - 4. We will remain in touch with CEPI on a regular basis
 - 5. There are some data elements that need to be corrected
 - 6. Records for 80,000 students (Winter 2008 to present) – need Unique Identifying Code (UIC) entered in DADD
 - 7. Easily tracks student records, demographics and academic history
 - 8. Upload will occur three times per year once established
 - 9. XML – Cumulative GPA calculation is still an issue
 - 10. We're close to having this upload ready – there are still 6 – 7 schools in the state that are still working on it

- I. ENG-1510 Placement
 - 1. Roll-out anticipated for Winter 2012 semester
 - 2. Academic Senate motion: beginning Fall 2012 semester, all college level courses will require placement into ENG-1510 in order for registration to occur
 - 3. Disciplines can use waiver to choose another option
 - 4. Will need more sections of development English classes
 - 5. Details still need to be worked out.

- J. Bachelor & Guest Student Waivers
 - 1. Academic Senate motion in May: Remove prerequisite exemption currently given to Bachelor and Guest students
 - 2. Implementation to begin Winter 2012
 - 3. Logistics need to be worked out.
 - 4. Counseling will be overloaded
 - 5. Meeting to be held with Dr. Holcomb, Steve Linden and Leanne Nadlicki to discuss details

- V. Old Business / Action Items (From 5-22-11 meeting)
 - A. None to discuss at this time