ENROLLMENT OPERATING COMMITTEE
Meeting of June 7, 2012
MINUTES

Gloria Carmona, Chair called the meeting to order at 9:04 a.m.

Minutes of February 2, 2012
The minutes for the February 2nd meeting were approved as presented.

320 Second Period Report Numbers
Gloria reported that our numbers are down. We are falling short for summer and Executive Council is looking at our numbers. Jan stated that we have 3 years to make it up. Gloria added that the next report will be out in July.

Priority Registration for Fall 2012
Combined first groups: DSPS, EOPS, Veterans, and Foster Youth: David stated that the combined first groups have all moved up on priority.

First Step: All those students in the First Step Program will have full priority for the whole year.

Students on Academic/Lack of Progress Probation: It was also discussed that students will lose priority for those with a Lack of Progress Probation 1 or Probation 2. These students will get moved down on the priority. Sergio pointed out a correction on the Priority Registration Times – Fall 2012 flyer: under Current & Former IVC Students – it should read 100 to 149.5 and not 100 or more. Jan asked if this flyer had been mailed out already. It has not and Sergio stated that he will look into sending this information out with the guide packet (after the correction is made).

Max units during priority registration (Overall units completed) for all students and those students still on probation after Summer 2012: Gloria reminded the group that there will be a cap of 16 for students during priority registration. Also those students on probation would have an 8 unit cap during priority registration. The unit cap for both groups would be increased to 19 units during the open registration period.

Open Registration – Next Year: David stated that Open Registration will not be honored until August 6th.

Academic Standing
Dismissals for Fall 2012: David stated he ran the Academic Standing report and will be rerunning it after the summer session.

Letter to students on probation regarding priority registration: David announced that 242 students will be receiving the Scholastic and or/Lack of Progress Dismissal letter. Matthew recommended that the URL be added to the letter referring to the IVC catalog.

Drop for Non-Payment for Fall 2012
If a student owes more than $20 the 5th day after registration for Fall 2012 classes they willl be dropped from those classes and Wait Lists. Jan made the correction that the statement should read: "If a student

owes $20 or more…" Mike asked if a warning has already been sent out to those students. Jan stated that not currently. Bill added that it would be a good idea to do an e-mail blast. Jan added that it should be sent out one day before registration starts. Matthew suggested to David that he take the list and do a mail merge. Matthew also suggested sending the list to Sergio to do a mail send-out. Mike suggested that this information be added to Facebook and the Student Portal. Lisa stated that Fall 2012 will be the first semester with no FAFSA already in. She added that students will be dropped. Matthew asked about student orientation. Jan stated that we still offer it and it's currently on-line. Jan also added that in order for students to qualify for priority registration/First Step, the students need to have orientation, assessment, and see a counselor before they are approved.

Updates

Degree Works: Gloria announced that Jose has finished checking the 2011-2012 catalog and he will be starting on 2012-2013. Jose is working with Trini on this task.

Docufide: Gloria announced that there is currently a problem with empty files. Jeff is currently working with the staff to fix this problem.

Enrollment Verify (National Student Clearinghouse): Gloria also announced that all verifications are now done on-line. The first 2 are free and are done in-house. There will be a $2.00 charge for all those requests after the second one. Jan asked how the A & R staff will track those students making the requests. Gloria stated that it's done manually through SPACMNT in Banner.

Fall 2012 Handouts

Priority Registration to Include Foster Youth and *Important Dates and Deadlines:* Gloria stated that the two handouts be provided to the staff from the different areas present at the meeting.

Other Issues

Jan discussed having IVC have the same initial priority application deadline to include all private, CSU's and IVC – for marketing purposes. The priority application time frame would be October 1st – November 30th. Jan also added that she has talked to SDSU and the local high schools about it.

Jan announced that Ted and Sergio will take her place on Executive Council after she leaves. All questions or concerns should be addressed to them.

Meeting Adjourned at 9:38 a.m.

Next meeting will be on July 5, 2012 at 9:00 a.m.