

**IMPERIAL VALLEY COLLEGE
MATRICULATION STANDING COMMITTEE**

**Unofficial Minutes
Thursday, December 04, 2008
2:00 p.m. - Transfer Center**

Present: **Norma Nuñez** **Jesus Esqueda**
 Victor Jaime **Veronica Soto**
 Kathie Westerfield **Norma Scott**
 Stella Orfanos-Woo **Mireya Felix**
 Bettsie Montero **Tanya Dorsey**
 Sherry Zobell **Norma Nava**

Welcome

Dr. Jaime welcomed the Matriculation Committee members to the first meeting of the 2008-2009 school year. He asked the members to introduce themselves to the whole committee. Dr. Jaime informed the committee that the Matriculation Committee may change its designation from a standing committee to an advisory committee, which in reality is its true function.

Reports

Norma Nuñez reported on the Spring 2008 High School Orientation/Assessment. Matriculation counselors provided orientation and assessments to high school seniors at eleven local schools. A total of 1,096 students were tested at their school sites and additional 453 students came to the college to take the test. The total high school seniors tested were 1,549.

On November 12, 2008 Norma hosted the high school senior counselors to review the logistics of testing at their schools and to develop the Spring 2009 Orientation/Assessment schedule. She distributed copies of the dates to the committee members. Testing will begin the last week of January and end the last week of April.

In the Non-credit component, Norma reported that the Non-Credit ESL classes were visited by Veronica Soto, Matriculation Counselor, and Xochitl Ramirez and Olga Vega, Instructional Specialists. Veronica conducted an orientation for the students explaining the process of how to transition to credit classes. She reviewed the required assessments, registration process, course sequencing and student support services available to them.

Olga and Xochitl met with the students to have them sign up for the ESL Conversation groups conducted through Non-Credit Matriculation. The conversation groups have had great success with over 25 students attending each two hour session. A report will be compiled at the end of the fall 2008 semester.

Current Project

Norma informed the committee that the computerized assessment program, ACCUPLACER, will be migrating to a new platform. According to the College Board officials the new platform will be more user friendly and we will be able to get more reports. Norma, Lisa, and Bettsie will be attending a conference in June to learn more about the new platform.

The Matriculation staff has been busy testing the ESL classes in order to validate the ESL ACCUPLACER test for IVC. The process has been completed and all the supporting data has been sent to Dr. Ron Gordon, our consultant, for his review and validation. We should be able to use the test by January 2009.

Norma reported that she submitted two proposals to the Basic Skills Committee and they were funded for 2008-2009. One of the proposals is working with full time students who in the fall 2008 semester took at least one basic skills class and failed it. One of the counselors will be assigned to work with 50 students who fit these criteria. She will have intensive counseling sessions with them and will provide them with the necessary academic tools to succeed in college. Another 50 students meeting the same criteria will not receive the intensive counseling services. We are interested in finding out whether intensive counseling services make a difference in student success.

The other project that was funded is an academic advising program in which trained faculty will serve as advisors working one or two evening per week. Norma will train interested faculty that teach basic skills classes in English, math, or ESL.

Norma reported that the on-line orientation should be ready to go in Spring 2009. Lisa, Matriculation counselor, has been working on it along with the information systems staff.

The Matriculation staff developed a three unit study skills class entitled Personal Development 120, it is degree applicable and transferable. It will be submitted to the Curriculum and Instruction Committee for approval. We will be offering several sections in Fall 2009.

The Early Alert Program has been revamped. Lisa working with the college's webmaster developed a program that is more user friendly and not as time consuming as the old one. Instructors can access the program on the web, use their user ids' and passwords for Webstar and be able to access all their class crns. They click on the crn they want to access and their roster will appear with all their students' names. The roster contains areas of concern regarding the student's performance plus a place for comments. The program is ready to be used.

Future Projects

Norma Nuñez asked Kathie Westerfield to update the committee on the status of purchasing CCAApply in Spanish. Kathie briefly explained that the deterrent to purchasing the program was lack of funding. She will do some research on it and e-mail the committee the information. In the meantime, Bettie Montero, Information Systems Senior Programmer, will e-mail the sample program to the committee for their review.

We will like to implement CCAApply in Spanish by next year.

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