Los Rios District Matriculation & Student Success Committee
Monday, April 18, 2016
District Office Main Conference Room
2:30pm-4:30pm

_____APPROVED Minutes_____

Members Attending: Kathy Degn (DMSSC Chair), Associate Vice Chancellor Victoria Rosario (Alternate Administrative Liaison), Richard Andrews (CRC Classified Staff), Mark Garrett (FLC Counseling Faculty), Jessica Nelson (ARC Counseling Faculty), Roberto Garner (ARC Student Representative), Debra Luff (SCC Interim VPSS), Bryon Bell (FLC VPSS), Salena Mamuyac (District Representative for Assessment), Christine Thomas (ARC Matriculation Coordinator).

Members Teleconferencing: None.

Members Not in Attendance: Howell Ellerman (FLC Non-Counseling Faculty/Local Chair), Pamela Smith (FLC Student Representative), Vice Chancellor Sue Lorimer (Administrative Liaison), Leila Stone (SCC Counseling Faculty), Jerome Lahey (ARC Classified Staff), Irina Marsant (SCC Assessment SPA), Tera Diggs-Reynolds (ARC Non-Counseling Faculty/Local Co-Chair), Camile Moreno (CRC Non-Counseling Faculty/Local Chair), Denise Marshall-Mills (CRC Counseling Faculty), Tadeal Emiru (CRC Matriculation Coordinator), Melanie Dixon (FLC Matriculation Coordinator).

Guests: None in attendance.

I.   **Call to order -** The meeting was called to order at 2:36 p.m.

II.   **Approval of agenda** - Approved as presented.

III.   **Approval of minutes for March 28, 2016** - Approved as presented.

IV.   **Public comments** - None.

V.   **Introductions -** Bryon Bell, Vice President of Student Services from Folsom Lake was introduced.

VI.   **Administrator's report** - None.

VII.   **Chair's report** - None.

VIII.   **Action items -** None.

IX.   **Discussion items**

   a.   DMSSC – Revisions to Committee Charge – K. Degn
   1.1.3 Committee Composition   - Identification of individuals representing area "e"
   It was agreed by the group that the wording of area "e" as it currently stands allows for the greatest flexibility for representation from each campus and that the current wording should be left as is.   This item in its entirety will be put on the next agenda as an action item and if approved forwarded to DAS for consideration.

   b.   SSSP Best Practices – How is each College deciding how the money is being spent?
   Questions will be developed and sent out to the entire Committee to gather responses and

examples about what the individual Colleges are doing with regards to making spending decision about SSP and Equity funding.

c. LMS-Distance Education update – S .Lorimer
ARC students have used Canvas in a demonstration environment and the feedback received was largely positive. The questions was asked as to what level of involvement the Student Services Faculty have had in the process and who those faculty representatives from Student Services were? It was stated that there did not seem to be a lot of communication coming from this committee. The Committee also asked if it would be possible to get a demonstration of Canvas for this group to see. Of particular interest to many members of the Committee was identifying the functions of Canvas that were most closely related the Student Service area.
(Subsequent to this discussion an email was sent out from Marcus Geissler, Interim Chair of the Distance Education and Information Technology Committee (DEIT), which provided an update on the planned move to OEI and Canvas, a link to that email has been included in the sending of these minutes.)

d. Math Course Repeatability – All
Richard Andrews is working with IT to identify and map math courses that could be considered repeats. These courses will be flagged as such and would be considered as repeats and students would be blocked from registering in them in excess of the three allowable times.
Special attention needs to be paid to ensure that Math Faculty from all colleges are included in the process of identifying these courses and deciding if they are in fact duplicative or are actually distinctive of each other.

VC Rosario will meet with AVC Nye to see where this process is at and if this issue is being discussed by the CAI group?

e. New Standard Assessment Practices implementation Update (CAI) – All
The CCCCO is offering all colleges the opportunity to apply for CAI Implementation grants of $15,000 each. A link to this grant information is provided below:
http://cccassess.org/downloads/category/25-local-implementation-grant-information
A calendar of important dates is still being developed and is not yet available to colleges, it is expected the calendar will be published soon.

f. Process and procedures of "I" grades – FLC
Students should be receiving in writing what they need to do to complete the "I" grade. IT has developed a communication draft that will be sent to students to provide this information. It was suggested that the email be sent to students approximately 2 weeks after the end of the semester and again at beginning of the second semester to remind students that they only have the current semester to complete the process, i.e., complete the work required to change their grade.   All colleges are encouraged to have a conversation about this issue at their next Campus Matriculation Committee meeting and include the sharing of the memo that was distributed.
Once the campus level conversation have taken place the results should be complied and moved forward along with a DMSSC recommendation to District Academic Senate.

Included below a copy of the draft memo that will be sent to students to remind them of the "I" grade and what work is required prior to the 12 month deadline.

Los Rios

Community College District

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Important Notice

You have an Incomplete grade in one of your classes!

Joe Smith, you recently received an Incomplete grade in the following class:

"*POLS 301, Fall 2015*"

The instructor posted that you must complete:

"*Final project*" in order to receive a letter grade in the class.

If you do not complete the missing coursework by "*January 17, 2017*", the default grade of "*F*" will be posted to your record at that time. In the meantime, you cannot re-enroll in the class while the Incomplete grade is present.

Contact your instructor as soon as possible. For further questions, contact your college's Admissions & Records office.

The Los Rios Community Colleges
American River   Cosumnes River   Folsom Lake   Sacramento City

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ARC/12295/1153

Future Agenda Items that were discussed at the conclusion of this meeting included:
- Dual Enrollment (DE) and the impact on Colleges, in particular Counseling Departments. How are we including these DE Students in the 900:1 ration or are we? Past practice has been to back out advanced education students from this 900:1 calculation, are we also doing this for DE Students?

- Revisit the "Super Committee" idea, i.e. the possibility and/or practicality of combining SSSP, Equity and BSI into one super committee.

- .75 registration status for Athletes – is this being utilized and by how many students each semester.

- Invite Mike Day, from IT to demo the Los Rios Mobile Application.

X. **Next meeting:** Monday, May 16, 2016 - DO Main Conference Room

XI. **Adjournment:** The meeting was adjourned at 4:20 p.m.