

Matriculation Taskforce Minutes
May 2, 2018
8:30-10:00 a.m., Felix Martinez Conf. Room

Present: Casey Applegate-Aguilar, JaneEllen Mallette, Fernando Sarrncino, Benito Pacheco, Michelle Bencomo, Kimberly Blea, Julia Geffroy, Edward Martinez, and Maria Sena

Zoom: Jessica Jaramillo, Charley Ford, Joshua Grine, Robert Anaya, Ernestine Clayton, and Sean Weaver

- I. In Progress Projects Update
 - a. E-Magazines
 - Centers indicated they will start meeting with Sean on a more regular basis. Sean indicated he combined trifold. Centers will provide Sean with their information.
 - Graduate Office-no communication as of today.
 - International Education Center-no communication today.
 - b. Housing Application/Timeline
 - Housing Office is working with Campus Visit Office to get application online.
 - Housing did have revisions to the application.
 - One barrier they had is the portion of TouchNet that accepted payments for application and housing costs. Portion was not purchased. They are working with the Business Office and ITS to figure out how to accept payments.
 - c. SnapShot Training
 - Working with the Office of Financial Aid and the Business Office to conduct training. Emily from financial aid will conduct training on their portion.
 - Committee agreed to invite anyone that wants a refresher to the next training.
 - d. Subcommittee to review withdraw, add, drop policies
 - Thomasinia was not present to provide update.
 - e. Undergraduate Admission Policy
 - Reviewed by Academic Affairs. Policy will be presented to the Board of Regents for their approval.
 - f. Graduate Admission Policy
 - Graduate Office is completing final review. It will be presented to the Graduate Council for their review and approval then to the Board of Regents for final review.
 - g. Email Message Campaign
 - Members have completed their task to send the email message to designated population.
 - Move to accomplishments.
 - h. Fall Registration Blitz
 - Academic Support is calling students on list to register.
 - Business Office has student list with balances. They are calling these students.
 - Emails through Slate will go out every two weeks.
 - Centers reaching out to their students.
 - Registration blitz will be made a routine every semester.

- During the summer, Edward will call a special meeting of this group and they will come up with plan.
 - Students need to have a balance of \$199 or less to be able to register.
- i. NMHU Wall Calendar
- Reviewed and discussed. Sub-committee will continue to meet to finalize the calendar.
 - Member indicated that calendar needs to be consistent regarding how we address buildings, offices, etc. An example was we indicate Student Center in one section and in another, we indicate Student Union Building.
 - Map will be updated
 - Calendar will be made available on the NMHU website.
 - August Month Review
 - Change Rez Fest to the Fall, September 4-8th. Remove from August section.
 - Add Career Fair November 8th 10-2; Student Center Ballroom
 - Add Faculty Development Week August 13-17th (verify)
 - Add Hermit Peak Hike- September 1.
 - Add Santa Fe Fall Orientation August 8th 6 p.m.
 - Add when classes begin.
 - Add last day to register, drop, etc.
 - Add H125: Matanzana-Sanchez Stadium NMHU Birthday celebration
 - Add welcome back BBQ August 27th
 - Add dine hall opened beginning August 19th
 - September Month Review
 - Add university closed on Labor Day.
 - Add 3rd week census.
 - Correct date for international student orientation.
 - 13th-14th take off academic alert.
 - Add NAC Meal away from home September 9th 4 p.m.
 - Remove information on September 13th.
 - Remove information on September 14th.
 - Remove information on September 15th.
 - Reword-E-bill sent to student email account on September 5th.
 - FAFSA workshop-confirm date.
 - October Month Review
 - Verify Fall Break.
 - Use same working from September 5th to enter on October 2nd.
 - Add Homecoming October 12th-21st.
 - Add NAC Pageant October 18th 7 p.m.
 - Add Bon Fire, soccer and volleyball games October 19th.
 - Add NMHU Parade and Tailgating October 20th 10 am.
 - Add football and volleyball game October 20th 1:00 p.m.
 - Add soccer game October 21st 1:00 p.m.
 - Add Transfer Day October 24th.
 - Add Balloon Fiesta dates and buses available.

- Add last day to withdraw from a single course October 26th.
- Add Registration hold on account with balance over \$200 October 17th.
- Due to time constraints, rest of calendar was not reviewed.
- Committee agreed that calendar should be completed by June 1st. Sub-committee will include Kimberly, Casey, Benito, Michelle, and Robert. Meeting with sub-committee will take place to finalize and send wall calendar to print.

Edward thanked everyone for participating in this committee. Today will be the final meeting. Meetings will only be held as needed. Edward indicated that he will review the list of accomplishments by this committee. He will provide a more detailed explanation and he will share with the group and the campus community.

Edward indicated that his hope is that this committee's effort will result in better transitions, assist with barriers and conflicts and make it more pleasurable to work at NMHU.