

Matriculation Taskforce Minutes
April 11, 2018
8:30-10:00 a.m., Felix Martinez Conf. Room

Present: Kimberly Blea, Michelle Bencomo, JaneEllen Mallette, Fernando Sarracino, Casey Applegate-Aguilar, Benito Pacheco, Jessica Jaramillo, Maria Sena, and Robert Anaya

Zoom: Rick Loffredo, Charley Ford, Joshua Grine, Buddy Rivera, Virginia Padilla-Vigil, and Sean Weaver

I. Updates

a. In-Progress Projects

- E-Magazines
 - Edward and Sean working on them.
 - Sean working with Centers.
 - Graduate Office and International Education Center have not provided information for e-magazine.
 - Follow up with Centers, IEC Office and Graduate Office.
 - Sean has a weekly meeting with centers every Thursday. He will discuss during that time. Farmington Center was interested in doing a 4 page newspaper insert. Information from this insert could be used for e-magazine.
 - Kimberly instructed center staff on zoom to be prepared to have some information ready when they meet with Sean.
- Housing Application and Timeline
 - Waiting for Slate Housing Application to be completed. Kimberly will take the lead to get it completed.
 - Jessica will provided Kimberly the emails that were provided to Yvette.
- Housing Check-In
 - Housing is now pre-programing keys. Students will check in with their RAs and receive their housing key. No need for students to stand in line to check in.
 - Kimberly indicated that her office was hoping to get software in new fiscal year to assist with housing, however, funding was not received.
 - Housing will continue to pre-program keys. Keys would not be activated until day available for check-in.
 - Once housing application and payment are received, housing will send out notification with room assignment.
 - Currently, TouchNet does not have a way to pay online application deposit fee. If a way could be determined to pay this fee, it would be more automatic to get room assignments.
 - Joe and Paula are checking to see how they can collect payment for online housing applications through TouchNet.
 - Part of the housing fee application is given back to the student. If fee is charged to student accounts and if students do not attend NMHU at all, how would these transactions be handled?

- Students can still apply online through Slate. Housing would need to receive payment by check. Kimberly confirmed process until TouchNet is set up. Payment piece is delaying things. They still have to make payment before room assignment is made.
- JaneEllen and Fernando will speak with Joe to obtain update.
- JaneEllen states that other pieces of TouchNet were purchased (Payment Points).
- Committee agreed to move Housing Check In to the accomplishment section.
- SnapShot Training to Deans and New Hires
 - Training has not been scheduled.
 - JaneEllen indicated that recorded SnapShot training is not working due to individuals having to fast forward about seven minutes into the video. She indicates she would like to have another live training and record correctly to share.
 - JaneEllen and Kimberly have a current list of individuals to that need to receive training. Someone from Financial Aid and the Business Office will need to be identified as presenters due to Susan and Inca needing the training as well.
 - Kimberly will speak Susan and Inca and provide an update about training during the next meeting.
- Calendar Review
 - Calendar needs further discussion about purpose of the calendar.
 - Do we need an all in one calendar or do we need two calendars (one internal and one external). What types of information or events would go on the internal calendar versus the external one.
 - Committee agreed that the timeline calendar would be internal use. Not all information on timeline would be for the students and campus to see.
 - Benito provided a calendar to review from Colorado Springs. Calendar provides all university events and academic information.
 - Kimberly indicates that she spent a lot of money to print the student handbook. The nice thing about having a calendar would be to see this information a month at a time.
 - Calendar, if printed, could be shared with offices that see a lot of students.
 - Not every single event needs to be added on the calendar. Events are specific to academic calendar, breaks, holidays, housing checking, and workshops would be useful.
 - Calendar would be given out at orientations and to parents.
 - Committee agreed that this type of calendar would be an external calendar. Do we need an internal calendar? Internal calendar does not need to be as fancy as the external one.
 - Sub-Committee can be created to work on this calendar.
 - Consider cost. Look at a mobile app option to invest in to not have to print every year.

- Main campus can post one in each residence hall.
 - Recommendation from the Student Affairs Taskforce is that one office is responsible for coordinating, planning, and scheduling events.
 - Digital boards are available at the centers and are used by students. Kimberly has presented the digital boards to the Executive Management Team and they are in support. Demos for digital signage for main campus can be set up, but funding is not available. Robert indicated that Los Alamos National Lab might have funding through an application process. Robert will share his knowledge about these applications with Kimberly, Joe and Sean.
 - Do we establish a short term committee to develop calendar or do we discuss and develop during this meeting.
 - Committee made recommendation to establish one external calendar and one internal calendar.
 - Kimberly would take lead with external calendar with assistance. Assistance with design of the calendar will be needed.
 - Action item for next week meeting is for committee to give comments and feedback. Could we include information specific to center students.
 - Sub-Committee to review add, drop policy
 - Member to discuss this policy was not in attendance.
 - Committee member indicated that policy is still going through the process. Policy should be completed and approved by Fall 2018.
 - Once policy is finalized, policy will be shared with Kimberly, EMT, and the Board of Regents for final approval.
 - Add to agenda next week for discussion.
 - Undergraduate Admission Policy
 - Almost complete. Final meeting today. Policy should be approved.
 - Jessica will provide update next week.
 - Board of Regents would need to approve. Once finalized, policy will be shared with Kimberly, EMT, and the Board of Regents for final approval.
 - Graduate Admission Policy
 - Ask Iliana to attend next meeting to provide update.
 - This policy also needs to be approved by the Board of Regents.
 - Email message Campaign
 - Language has been provided to everyone. Assigned individuals, through the communication calendar, will distribute email message.
 - Plan is to implement for the fall semester.
 - Committee suggested discussing campaign during professional development week. Dr. Martinez will share with Provost to see if this will be possible.
 - List of responsible parties will be shared at next week's meeting.
- b. Dual Credit Policy
- Approved by Academic Affairs, Student Affairs, but not by the Board of Regents.
 - Kimberly felt that every policy written needs board approval. Benito and Kimberly will verify if all policies need board approval. They will follow up with the

committee. If board approval is needed, it would need to be presented at the April 27th meeting.

c. Disenrollment Policy

- Member to discuss this policy is not in attendance. Update will be provided at next meeting.
- Attendance Policy considered through Student Affairs Committee is looking at guidelines for dis-enrolling students.

ii. Other

- a. Robert shared some initiatives that the Santa Fe Center is undertaking. They have re-opened the agreement with Santa Fe Community College. An extended MOU will allow NMHU to get into the classroom and have a more one to one with students.
- b. Robert indicated that Reyna is also working to develop articulations with STEM.
- c. Media Arts agreements are also being expanded.
- d. Collaboration with NMHU and SFCC will also provide a financial aid literacy night. Robert offered his assistance for the Santa Fe Financial Aid Literacy Night.
- e. Robert invited the committee to attend the Santa Fe Celebration on April 25th at 6:00 p.m.
- f. Kimberly also shared that Cinderella is coming to Ilfeld this Friday and Saturday.

Message:

Students, Faculty, and Staff:

Please be reminded that all students, faculty, and staff must utilize only their NMHU email account for all university communication purposes as stated in the Student Catalog under Academic Policies and Procedures. Your NMHU email account is the official electronic means of communication for all matters at Highlands. Student records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Use of your university email account supports FERPA requirements and protects your privacy. It is of high importance that this be put into practice immediately in order to comply with New Mexico Highlands University Policy and to maintain the privacy of all official university communication and information. We appreciate your help and participation in this effort. If you have any questions on this policy please feel free to visit page 15 and page 21 of the 2017-2018 [Undergraduate](#) Catalog and page 14 of the 2017-2018 [Graduate](#) Catalog with the links below.

If you need instructions on how to utilize and access your NMHU email account, please [click here](#) and select Option 2.

Thank you.

Sample Messages:

Thank you for choosing NMHU as your institution for higher education needs. We are eager to assist your request. However, to protect your student account, and abide with the Family Educational Rights and Privacy Act of 1974 (FERPA), please send your message and request to us through your official NMHU live email account. In order to protect you, and your privacy I cannot respond with any information contained in educational records from emails received from non-NMHU e-mail accounts. Please be sure to include your full name and NMHU Student ID number. For information on FERPA, please [click here](#).

Dear (Name),

A response to your message was sent to your NMHU email address: (insert the student's email address here).

Your NMHU email account is the official electronic means of communication for student matters at Highlands. Student records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Use of your university email account supports FERPA requirements and your privacy.

Additionally, please include your full name and NMHU ID number in the Subject line of message to expedite a response to your query.

For information on FERPA, please [click here](#).

Kind Regards,
(Name)

Matriculation Taskforce Minutes
April 18, 2018
8:30-10:00 a.m., Felix Martinez Conf. Room

Present: Crystal Burch, Julia Geffroy, Michelle Bencomo, Kimberly Blea, Fernando Sarracino, Susan Chavez, Benito Pacheco, Caroline Montoya, Thomasinia Ortiz-Gallegos, Casey Applegate-Aguilar, Maria Sena, Edward Martinez, and Kimberly Blea

Zoom: Charley Ford, Ernestine Clayton, Buddy Rivera, Iliana Ortiz, Joshua Grine, and Sena Weaver

I. Updates

a. E-Magazines

- Sean was going to speak with centers e-magazine. No update on their e-magazine.
- Iliana indicated that she has been in communication with University Relations regarding the graduate e-magazine.
- International Education Center has no movement on their e-magazine.

b. Housing Application & Deposit Payment

- Kimberly indicated that she has not received the emails from Jessica. Yvette and Anne have made revisions to the order of questions on the application.
- Crystal indicated that ITS and Campus Tours will meet on Monday to discuss Slate application.

c. Snapshot Training

- Discussion last week about recording of snapshot training. Kimberly indicated that the Financial Aid Office will have Debra conduct the Financial Aid piece of the training.
- Training will be conducted before the end of the semester.

d. Add/Drop Policy and Petition Changes

- Academic Affairs committee is reviewing policy. Once approved by Academic Affairs, policy goes to Faculty Senate. Once Faculty Senate approves, update to the academic calendar will occur.
- Thomasinia indicated that the petition process will change. Thomasinia will work with various offices to ensure everyone is aware of changes.

II. Disclosure Information

a. Thomasinia presented disclosure information. She indicated she would like to do a campus wide initiative. She has conducted a FERPA training. She is developing a disclosure plan that will protect the university and all the staff.

b. Disclosure information has already gone to Academic Affairs Committee for preliminary review.

c. Thomasinia read proposed Disclosure information. She indicated that if a complaint is filed, FERPA and disclosure policy will protect staff and faculty.

d. Some items reviewed in policy were:

- If student came into office to do specific business, student would have to provide a form of ID.
- In the Financial Aid Office students sometimes want to provide social security number. Students will need to present an ID. No amount for financial aid are given over the phone.

- Training will be provided to students to use self-service banner.
- e. Tina asked if Power of Attorneys are acceptable. Thomasinia indicated that yes, they would be allowed because they are official documents.
- f. Sean indicates that his office gets a number of requests, however their release of information is different.
- g. If in doubt, call the Office of Registrar.

III. Other

a. Inactivating Student Accounts

- Registrar will be inactivating over 78,000 students due to inactivity on their account. By end of the day today.
- Current policy indicates that anyone that previously attended highlands can complete a re- enrollment form to be readmitted. Once these students become inactive, they will need to reapply for admission.
- Reenrollment form that centers use will no longer be viable. Reenrollment process will become a reapply process.
- By inactivating all these student records, it should make it easier to pull the active students.
- Inactivation should have been done a long time ago. It will clean things up and have better accurate numbers.
- Thomasinia indicated that policy has not been approved. Current process for reapplying is still active. Students will still need to use the reenrollment form until policy are approved. Registrar is still processing the reenrollment form.
- Graduate Office is also proposing a form. Student will be deactivated after one year of not attending. Students would have to reapply.

b. Email Message

- Message has been sent out to the responsible parties to disseminate to campus community.
 - Iliana indicates that she has shared message with Graduate Council.
 - Jessica indicates that admitted students are receiving the email message.
- Edward asked the members to make sure they spread the message.

c. Disenrollment Policy

- No one from Business Office attend meeting to provide an update.
- Thomasinia indicated she heard that disenrollment will take place two weeks before semester starts.

d. In Progress Projects

- Edward asked that they continue to work on projects and have them completed by the end of the semester.
- Remaining weeks for Matriculation Taskforce Meeting will be to work on internal and external calendars.
- After semester ends, meetings will take place as needed.

e. Internal and External Calendar

- External Calendar - What events do we want the outside to see?
- Internal Calendar- What events do we need to include for NMHU use only?
- Incorporate the NMHU Academic Calendar.

- Committee reviewed several calendars and they were in agreement that the wall calendar from Colorado was the best sample to use to create the wall calendar for Highlands.
- Member suggested that this calendar should mirror the Ellucian Go App. Members also indicated that a campaign to promote the Ellucian Go App should take place.
- Edward will review the external calendar and come up with a list of tasks. He will assign these tasks to the member of this committee.
- Once wall calendar is complete, University Relations will make it look nice.

Matriculation Taskforce Minutes
April 25, 2018
8:30-10:00 a.m., Felix Martinez Conf. Room

Present: Crystal Burch, JaneEllen Mallette, Inca Crespín, Casey Applegate-Aguilar, Michelle Bencomo, Benito Pacheco, Julia Geffroy, Iliana Ortiz, Kimberly Blea, Neyli Castillo, Fernando Sarracino, Edward Martinez, and Maria Sena

Zoom: Tina Clayton, Thomasinia Ortiz-Gallegos, Joshua Grine, Charley Ford, Sean Weaver, and Buddy Rivera

I. Update

a. Wall Calendar

- Calendar information was updated by SEM Office. Information was obtained by reviewing marketing material, post cards, and e-magazines.
- Edward requested that all office review calendar and make edits. Edits and any additional information needs to be provided to SEM Office to make update.
- Academic Calendar will be available once add/drop policy is approved.
- Committee member indicated that the student calendar is also available. Events available on student calendar will be added to this calendar.
- Calendar will be used for students that already matriculated.
- Deadline to have calendar to University Relations would be mid-May. University Relations needs at least two weeks and one and half weeks to printer. This timeframe would ensure calendar would be ready by the first student orientation in June.
- If calendar is not ready by orientation, it can be part of convocation or given out at the students' I-Seminar class.
- Calendar will be helpful to students at residence halls.
- Centers would receive calendars also. Include a page regarding centers.
- Calendar review
 - June and July move to 2019.
 - Change student checklist for June change to August
 - Change July checklist to September
 - Work on combining information including Emergency Text Alert information on Campus Police page.
 - Include process for student employment (Kimberly will provide).
 - If zoom sessions are included, add information about zoom.
 - Include a technology page. Include how to log into D2L, student id, Ellucian go app, and information regarding online classes/zoom.
 - August
 - Remove orientation
 - Include meal plan modification
 - Remove transfer orientation
 - Include Convocation-check with Provost regarding date

- Include first payment is due August 8th
- Include disenrollment for fall August 8th
- Include residence hall check in begins August 19th
- Include H:125 Matazana on August 25th
- Include Rez Fest on August 27-31
- September
 - Include information regarding Academic Resources-Tips for Academic Success
 - Include information regarding disbursement dates through Financial Aid.
- October
 - Include mid-term schedule on checklist.
 - Include homecoming October 12-20.
- November
 - Include Celebration of Learning
- December
 - Include university close dates
 - Include Cineflix in Ilfeld
 - Include Intramurals
 - Include all sport schedules

II. Registration Blitz for Fall 2018

- Thomasinia will try to produce a list of students that are eligible to register for the fall semester with no balance. List will be filtered by campus and shared with centers and amongst several offices.
- Benito suggested using the last phone bank/call out to contact these students and encourage them to register before they leave for the summer.
- Inca indicated that the Business office has obtained a list with student with balances and are already contacting students.
- Committee agreed that it is too late to provide a gathering (party) for the registration blitz.
- Dr. Martinez indicated that he will reach out to faculty and Dean to assist with campaign and encourage students to register.
- In previous years, actual registration blitz occurred at each academic unit. The unit hosted specific time for students to meet with advisors and register for classes.
- For internal calendar, include the blitz. The more we advertise registration blitz the better the university is.

III. Other

- Summer disenrollment will be May 25th.