Matriculation Advisory Committee
adopted by the Academic Senate Executive Council February 6, 2013
(updated December 9, 2015)

I. **Name:** Matriculation Advisory Committee

II. **Type of Committee:** Advisory Committee

III. **Membership:** Limited. Faculty up to 8 with representation from English, ESL, Math and Student Services. 3 Students. 3 Classified. 5 Administrators. Total membership 19. Two year terms.

IV. **Committee Chair(s) elected annually in which month:** Elected annually in late spring for term beginning in August.

V. **Meeting day and time:** Information about meeting day/time will be specified.

VI. **Meeting frequency:** Once per semester. Other meetings as needed by consensus.

VII. **Website address:** None.

VIII. **Support for student learning:** Matriculation services create access to enrollment in college programs, persistence and completion of student educational goals. Placement assessment in English/ESL and math and the enforcement of course prerequisites provide students with useful information about course or program eligibility needed for registration into the appropriate courses.

IX. **Description of purpose and goals:** The committee discusses and recommends implementation of matriculation activities ranging from initial services to prospective and new students such as college applications and initial placement assessment to follow up services for continuing students such as educational planning and academic interventions. The committee monitors compliance of matriculation mandates as prescribed by the State Chancellors Office, Title 5 and Education Code and advises the Academic Senate on recommendations for policy changes when needed.

X. **Academic and professional matters as adumbrated in CCSF Board Policy 2.08 and Title 5 CCR § 53200 (c) [Choose from the following list – KEEP numbers supplied]**

   (1) curriculum, including establishing prerequisites and placing courses within disciplines;
   (5) standards or policies regarding student preparation and success;
   (10) processes for institutional planning and budget development; and

XI. **ACCJC Accreditation Standards to which committee contributes:**

   II. C.1. The institution regularly evaluates the quality of student support services and demonstrates that these services, regardless of location or means of delivery, including distance education and correspondence education, support student learning, and enhance accomplishment of the mission of the institution.
   II. C.2. The institution identifies and assesses learning support outcomes for its student population and provides appropriate student support services and programs to achieve those outcomes. The institution uses assessment data to continuously improve student support programs and services.
   II. C.3. The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method.
   II. C.5. The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.
II.C.6. The institution has adopted and adheres to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs. The institution defines and advises students on clear pathways to complete degrees, certificates and transfer goals.

II.C.7. The institution regularly evaluates admissions and placement instruments and practices to validate their effectiveness while minimizing biases.

II.C.8. The institution maintains student records permanently, securely, and confidentially, with provision for secure backup of all files, regardless of the form in which those files are maintained. The institution publishes and follows established policies for release of student records.