A motion was moved/seconded/unanimously/passed to approve the creation of a new Student Record Processes Committee to replace the Registration Task Force, and that the committee be assigned the following charge and composition.

The Student Record Processes Committee is to be a standing committee of the Academic Senate. The committee will make recommendations to the senate, the curriculum committee or other appropriate senate subcommittees. The charge is as follows:

- The committee will review, monitor, and recommend changes to registration and student record processes which include student records, procedures, software systems and sequencing of processes.
- The committee will accept and periodically use feedback from faculty and students on current practices and use this feedback to recommend changes that will improve the overall process for faculty, staff, and students.
- The committee will communicate problems and coordinate solutions with student record processes.
- The committee will review and assess the effectiveness of the training and help systems provided to faculty, staff, and students, and will recommend improvements.

Faculty members:

- A member each from Mathematics, English, Science (Life or Physical), Counseling, and ESL
- 5 additional members, preferably from departments not named above, to bring the faculty committee membership to a total of 10 faculty members
- 2 of these 10 members are to be current or former department heads
- These 10 members should have experience/ expertise in as many of the following areas as possible:
  1. DHR
  2. Laboratory Courses
  3. Learning Communities
  4. Combined Courses
  5. Non-Credit Courses
  6. Positive Attendance Courses
  7. Open entry/open exit courses
  8. Pre & Co-requisites
  9. From PCC and LAC Campuses
  10. Career and Technical Education
  11. Distance Learning
  12. Oversized Courses
  13. DSPS
Administrative Members:

- The Dean of Admissions & Records, or designee
- The Registrar, or designee
- ACIT Director of Application Development, or designee
- ACIT Student Business Analyst, or designee

This committee will report to:

- The Academic Senate

The Dean of Admissions & Records and a faculty member designated by the Academic Senate Executive Committee will co-chair this committee. The faculty co-chair may serve for two consecutive terms of three years each.