Call to Order
Co-Chair Nigel Hancock called the meeting to order.

Roll Call
Members Present: Frances Cahill, Nigel Hancock, Gerry Jenkins, Perlita Miclat, Mehdi Mirfattah, Ross Miyashiro, David Sholle
Guest: C.C. Sadler
Members Absent: Larry Gustafson, Irene Pearl, Mae Sakamoto

Implementation of Wait Lists
Ross Miyashiro was able to insert the text prepared by this committee about adding petitioning students to classes into the Opening Day Bulletin in both the printed and emailed versions. Nevertheless the start of the semester has been accompanied by many faculty complaints about wait lists and about which students get to register. Many of the complaints come from the English Department, and many center around the fact that wait-listed students remain on the wait list unless admitted as petitioners by the instructor, whereas persistent (non-wait-listed) students who keep trying to register daily can end up taking spots vacated by dropping students.

Much of the problem would disappear if students were auto-enrolled from the wait list into any class vacancies. This is not presently practical because students can go on the wait list with no checking of their eligibility for the class. At auto-enrollment all these checks would be made, causing ineligible students to fail in registering, and to be deleted off the wait list. Ross reported that release 9.0 of PeopleSoft, due to be installed in Spring 2011, will contain the necessary checks so that auto-enrollment will become much more practical.

The current rash of complaints raises the question whether changes in wait list implementation should be made immediately. This issue was previously examined by the Registration Task Force in 2006, when a faculty survey strongly supported keeping wait lists, and again in February 2009 when no proposed alternatives were sufficiently attractive for the task force to recommend any change.

The committee still considers that effective auto-enrollment from the wait list is the ideal solution. With Ross Miyashiro’s statement that this should become practical in Spring 2011, the best course of action for now seems to be retaining the existing, admittedly flawed, system, rather than installing a whole new set of problems for just one or two semesters.

Student Contact and Email Addresses
An important part of auto-enrolling students is the ability to contact them effectively. According to Perlita Miclat, PeopleSoft 9.0 will improve student communication because students will be able to view or verify any student letter sent to them.
Ross Miyashiro said that only about 10% of new enrolling students lack email addresses, and students can of course input or update their email addresses at any time via the student self-service screens. In some cases students provide an email address, but do not know to set it as “preferred” which is necessary for PeopleSoft to include the address in class rosters. The lack of a preferred email address is critical for Distance Learning classes; C.C. Sadler said that the ITDC tries to personally call every student registered for Distance Learning who does not have a contact email.

**Substitute Rollbooks**

C.C. Sadler reported that the Faculty Resource Center (now called the Instructional Technology Development Center) is still helping faculty to use the rollbook template developed by Gerry Jenkins to prepare their own rollbooks from PeopleSoft data. Faculty anxiety levels remain high, and unfortunately Instructional Technology Development Center hours have been reduced to 8:00 a.m.–5:00 p.m. due to budget cuts.

The 12-page instruction document for preparing a rollbook is working well, but departments are requesting a one-page version without the screen shots. C.C. will try to make this available; she noted that problems are still coming from departments that distribute their own, incorrect or out-dated, instructions to their faculty members.

The suggestion was made that rollbook preparation might make a good flex day workshop. Committee members are concerned, however, that the goal remains to have the rollbook spreadsheet developed as an automated download from PeopleSoft; the complex process of manually populating the rollbook is a temporary stopgap measure that should not become institutionalized.

**Recommended Preparation for Classes**

Concern was expressed that students are not taking classes listed as Recommended Preparation for the classes that they register to take. It was pointed out that a recommendation is only that, and cannot be enforced, unlike a prerequisite. PeopleSoft, however, does not even display Recommended Preparation information unless students click optional buttons to look for it, and the committee wondered if students could be forced to see the information.

**Disappearing Student**

Nigel Hancock asked about a student listed at position 2 on the wait list for a chemistry class, whose name disappeared from the class roster overnight. The next day the name could not be found on the Enrolled, Dropped or Waiting rosters; this should not be possible. A quick search in PeopleSoft by Ross Miyashiro did not solve the mystery. Ross will look into it further.

**Next Meeting**

The next meeting will be held on Thursday February 4, 2010, 12:00 p.m. in Room D334.