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

Roll Call
Members Present: Irene Arrigo, Frances Cahill, Blanca Galicia, Larry Gustafson, Nigel Hancock, Gerry Jenkins, Perlita Miclat, Mehdi Mirfattah, Ross Miyashiro, David Sholle

Members Absent: Mae Sakamoto, Lydia Turner

More Students Registered Than the Class Capacity
Gerry Jenkins expressed concern that the last student to register for one of his classes took the class size to one more than the class capacity, even though no permission number was used. The class in question began in the third week of the semester. Ross Miyashiro explained that Academic Affairs, looking at overall enrollment and state funding limits, decided to reduce class sizes for late-starting classes from the 10% increased sizes back down to regular sizes. Neither faculty nor Admissions & Records were notified of this change. The student in question registered just before the class capacity was reduced.

Disappearing Chemistry Student
Ross Miyashiro reported on the case raised at the January 14 meeting, involving a wait-listed student who disappeared overnight from the class roster, and could not be found on any of the rosters, Enrolled, Dropped or Waiting. It appears that the student was given a yellow permission card to enroll. At Registration, staff took the student off the wait list, and then discovered that he did not meet prerequisites, and so were unable to enroll him. The prerequisite check was subsequently overridden and the student was enrolled on January 19. Nigel Hancock will follow up to see if this explanation is confirmed by the instructor.

English Department Registration Issues
Based on an extensive email correspondence, it appears that the English Department has specific requirements for their English 1 courses. At their first class meeting they conduct a mandatory orientation. After that, they do not want any further students to be able to register without the instructor’s explicit permission in the form of a yellow card. A few students have been able to add English 1 classes late in the first week of the semester because the classes were not full; in this case open registration continues through the end of the first week. Also, in rare cases, an enrolling student has been able to take immediate advantage of a dropping student in the few minutes before the program that keeps a full class closed gets run. Perlita Miclat and Ross Miyashiro confirmed that it is technically feasible to set up English 1 classes to close at the start of the semester, regardless of enrollment. They pointed out that this would apply to all sections of English 1, so this would have to be a unanimous departmental decision. It would be implemented by Academic Services after a request made through the proper channels.
In some cases, English 1 instructors are in communication with their wait-listed students, and anticipating their enrollment, prior to the start of the semester. These instructors are upset by the fact that openings created by dropping students are filled by any student who happens to register at the right time, not by wait-listed students. This happens up until 11:00 p.m. on the Sunday before the semester starts. This situation is obviously inequitable, and is the known drawback of the present implementation of wait lists. The best approach at this time is to await the anticipated implementation of auto-enrollment with the installation of PeopleSoft 9.0 expected in Spring 2011.

**Trailing Spaces in Student Last Names**
Nigel Hancock noted that this semester, for the first time, several students on his rosters have their last names followed by a space character. Normally, data entry software trims unwanted spaces from input fields. One instance was investigated, revealing that a name change had been processed by Admissions & Records staff for the student. Irene Arrigo suggested that such name changes need to be entered very carefully.

**Student with Two ID Numbers**
Nigel Hancock expressed concern that in one of his classes he has a student who is on the Enrolled roster with one student ID number, and is also on the Dropped roster for the same class with a different student ID number. Ross Miyashiro showed that one of the ID numbers represented some sort of stopgap enrollment with a dummy social security number, and Irene Arrigo said that this was a temporary situation, while the student’s records were being moved from one ID number to the other. The extra, unwanted, ID number would then be deleted from the system.

**Electronic Submission of Rollbooks**
Ross Miyashiro stated that the requirement to submit completed rollbooks to Admissions & Records after the end of the semester can be fulfilled in either hardcopy or electronic form. (Rollbooks are generally required only in case of grade challenges.) For electronic purposes, any kind of file is acceptable: Excel spreadsheets, Word documents, or scanned images of paper documents. Files should be given a name that includes the instructor’s name, the class number, and the semester date. They should be sent as an attachment to an email directed to a&rfac@lbcc.edu.

**Next Meeting**
The next meeting will be held on Thursday February 18, 2010, 12:00 p.m. in Room D334.