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

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

Guest: C.C. Sadler

Members Absent: Blanca Galicia, Mae Sakamoto, Lydia Turner

New Grade Required by Draft Revised Administrative Regulation 4020
The revised text of Administrative Regulation 4020, proposed by the Academic Policy and Standards Subcommittee and passed for first reading by the Curriculum Committee on February 17, 2010, requires a change in the way students dropped by the instructor before census are reported. It includes No Show (NS) for a student who has never attended the class, and Not Active (NA) for a student dropped because he/she “initially attended but is judged to be no longer participating in the class.”

These two categories are supported by Title V, but are not currently implemented in PeopleSoft at LBCC. Both kinds of drops are presently reported using NS. Ross Miyashiro said that implementation of both these categories is desired by Michael MacCallum, Dean of Financial Aid, because the college can obtain some state funding for NA students, as opposed to no funds for NS students. Perlita Miclat, however, said that no request to implement the new grade has been received by IITS. She further pointed out that changes to the PeopleSoft system will be frozen after June, pending the installation of version 9.0 in December 2010.

Ross Miyashiro said he would investigate the status of the request, and report back. The committee considers that the new grade should only be included in the revised Admin. Reg. if it is to be implemented.

Mystery Student in Engl 47
The committee investigated a report of a student being added to an English 47 class without the instructor’s knowledge or consent, on February 9 after the add period had ended. The student now appears on the Dropped roster for the class (even though drops are not permitted after the census date of February 1), and, curiously, appears as active on the Grade Roster for the class.

Initial research by Ross Miyashiro indicates that the student was added on February 9 by Admissions & Records staff. The add was achieved by overriding permission requirements and by overriding prerequisites. The student was then dropped, again by Admissions & Records staff, on March 2, with the drop backdated to February 10. Ross stated that for such action by Admissions & Records staff, there must be paper records, most likely including a yellow permission card and perhaps a prerequisite challenge or transcripts. He
speculated that perhaps the wrong class number had been used when registering the student, but he said he would find the paper records and report back at the next meeting.

**Content of Class Notes for Online Classes**

Gerry Jenkins pointed out that 85% of the students signing up for his online classes have no knowledge of the class instructions, including critical information such as number and times of required meetings. This is because the information is not available in PeopleSoft.

When students are considering a class, they can easily reach the Class Details page in PeopleSoft; where there is a box headed Class Notes. This box contains a generic message referring them to the printed schedule of classes and providing the URL for LBCC distance learning. (Most DL students, according to Gerry, do not have a printed class schedule, and if they copy down and then access the URL provided correctly, they will then have to navigate through two pages and successfully navigate the directory to find the specific class to read the notes.)

The Class Notes box on the Class Details page in PeopleSoft contains sufficient room for the specific class instructions that are referenced in the printed schedule and on the DL website. The committee agrees with Gerry that the present generic message should be replaced by the specific class instructions for each online class.

Ownership of this information seems to reside in Academic Services with Dean Meena Singhal. CC Sadler volunteered to collect information on this issue from Distance Learning staff and report back.

**ESL Students Registering Without Prerequisites**

Fran Cahill reported a problem where students were registering for ESL classes even though they did not meet the class prerequisites. She asked if PeopleSoft is enforcing prerequisites. It turns out that the PeopleSoft is enforcing prerequisites, but the wrong prerequisites are in the database for this class (information that neither Fran nor even Ross Miyashiro can access, but Perlita Miclat was able to obtain). Perlita said she would take care of getting the correct prerequisite into PeopleSoft.

**Downloadable Rollbook Feedback**

The committee continued to assess the individual recommendations for changes made by faculty to the downloadable rollbook template. Proposed changes that seem to merit implementation include:

- Automatically place a W in the Sem Grade column of the rollbook tab for any students who have withdrawn themselves or been withdrawn at the time of downloading the spreadsheet. The date column next to it, however, should not be filled in automatically, as it is intended to contain the Date Last Attended, as recorded by the instructor, not the Action Date that the withdrawal was entered.

- Generate the spreadsheet file in the older more widely usable .xls format, rather than the newer .xlsx format. Mae Sakamoto has previously stated (September 17, 2009) that if or when IITS implements the downloadable rollbook, the more generally accessible .xls format will be used.

- Provide a PDF output alternative for non-Excel users. Other faculty members have made similar suggestions.

- Implement a one-button download for this spreadsheet, preferably on the Faculty Center/Class Roster page. Other faculty members have made similar suggestions.

Proposed changes that are specific to individual instructors/classes should be left for individual Excel users to implement in their own downloaded spreadsheets as required. They include:
• Link student names and IDs linked from one spreadsheet tab to another, so that manual name changes and added names appear on all sheets. Another faculty member has made a similar suggestion. However, it is anticipated that the final product will have all columns on all tabs automatically loaded with data from PeopleSoft; building dynamic links between different columns and different tabs creates an entirely different product, but one that advanced users may wish to build for themselves based on this proposed product.

Other proposed changes that do not seem worthwhile include:

• Combine all the information on the Roll, Contacts and Other Info tabs into one single tab. While it might be nice to have all this information together, the resulting spreadsheet will be far too big and cluttered to be printed, or even viewed on the screen.

The committee still has proposed changes to review at a future meeting.

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