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

Roll Call
Members Present: Frances Cahill, Larry Gustafson, Nigel Hancock, Gerry Jenkins, Mehdi Mirfattah, Ross Miyashiro, Mae Sakamoto

Members Absent: Blanca Galicia, Perlita Miclat, Irene Pearl, David Sholle, Lydia Turner

New NA Grade Required by Revised Administrative Regulation 4020
Ross Miyashiro reported that the request to program a new NA (Not Active) grade into the Grade Roster has been submitted to IITS, and that the details of how it is to be done are under discussion. The revised Administrative Regulation 4020 that requires the new grade was passed for second reading by the Curriculum Committee on March 17, 2010, so it will probably need to be implemented in time for Fall 2010.

Follow-up on Mystery Student in Engl 47
Ross Miyashiro reported that this student, discussed at the last meeting, was added by staff at PCC with the proper paperwork. Unfortunately the wrong class number was on the paperwork, so the student ended up in an Engl 47 at LAC, instead of an ESL class at PCC. When the mistake was discovered, the student was dropped from Engl 47, and added to the right class.

The remaining question is why the student still appears on the active Grade Roster for the Engl 47 class. Ross Miyashiro commented that anomalies like this result from the fact that the Grade Roster is a LBCC-written addition, not an integrated part of the delivered PeopleSoft system. As he has seen this kind of problem before, Ross will identify the issue and submit a written ticket to IITS.

Class Notes for Online Classes in PeopleSoft
CC Sadler did not attend the meeting, but she provided information via email. Currently, the DL Program provides all registered DL students with the URL for the E-Course Schedule, where the critical class instructions can be found, in five different ways: in two emails to students, on every page in the printed schedule, in the main college schedule of classes, and in the “details” section of class listings in the main college schedule and in PeopleSoft. Unfortunately, as Gerry Jenkins pointed out at both the last meeting and this one, this URL has to be pursued through two pages followed by navigating the directory, to actually find the information for a specific class, and Gerry’s statistics, that 85% of his DL students never find the information, show that this procedure is not working.

Gerry Jenkins’ proposal, made at the last meeting, is that the critical instructions should be available in PeopleSoft, in the Class Notes box on the Class Details page, which is easily reached by students during the registration process. This box currently contains a generic message that includes the last of the five references described above.
Gerry explained that the detailed class instructions may be different for individual instructors of the same course, so they are specific to a single class section in a single semester. CC Sadler’s information indicates that in 2008–2009 there were 433 class sections of 140 different courses, although in Spring 2009 this number was reduced to 203 class sections of 121 different courses. This is an enormous number of individual entries required for each semester. According to CC Sadler, the DL Program Specialist Wendi Lopez gets this information from Joanne Breton, Schedule Specialist in Academic Services, then works with department heads and individual instructors, and enters the information into the E-Course Schedule pages.

Committee members agreed that the Dean of Academic Services, Meena Singhal, and perhaps Joanne Breton, should be invited to a future meeting, along with representatives of the DL program, to discuss this issue further.

**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:

- Repeat student names on adjoining pages in the form last name, initial. Other faculty members have made similar suggestions.

- Add class meeting dates as column headings across the top of the rollbook. The suggestion has already been made to add another spreadsheet tab called Attendance with enrolled student names as rows, and class meeting dates as columns. Users can paste the class meeting dates into any other desired location.

- Include the grade due date. This information is in PeopleSoft. It can easily be added to the proposed additional spreadsheet tab called Important Instructions or some such name, which will provide information about the class.

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:

- Double the height of the top row to allow test and assignment titles to be written vertically. The space required varies by instructor. More space takes away from the number of students that fit on the page. Row height and text orientation are easily changed by the user. Other faculty members have made similar suggestions.

- Add a wider margin for those who like to hole-punch their rollbooks. Not everyone needs this. Takes away from the columns that fit on the page. Easily changed by the user. Other faculty members have made similar suggestions.

- Add a column for non-credit classes to report the number of days students attended. Any blank rollbook column can be used for this purpose.

Proposed changes that do not seem worthwhile include:

- Include DSPS needs such as note-taker, extra time, etc. This information is not stored within PeopleSoft, and to include such disability-related information in a database that can be viewed without the student’s consent would be illegal.

- Format date last attended as dd-mmm-yyyy to overcome cultural differences in display of dates. This spreadsheet is not intended for international use. Information should generally be displayed using standard PeopleSoft output formats.

Other proposed changes that require no action because they are already incorporated include:
• For very large classes, widen column 1 (N) to 3 digits and adjust PeopleSoft to download all students at once rather in groups such as 1–100, 101–200. PeopleSoft may group students for display purposes, but for a download to Excel, it will include all students in a class.

• Add a new top row containing Term, Class No., Start Time, Room, etc. All this information is already in the spreadsheet page header, rather than a row. Faculty members making this suggestion probably did not realize that to view the header, a user needs to select Page Layout in newer versions of Excel, or Print Preview in older versions.

Expressed concerns rather than proposed changes to the rollbook format include:

• Have permission numbers, or entire rollbooks, emailed to faculty just in time for the first day of classes. This is essentially a plea for easy access. If the downloadable rollbook spreadsheet is implemented with a convenient one-button access, it will address this need.

• Create/obtain permission numbers as needed online instead of requesting them in batches from Admissions & Records. The batch size could be made larger to reduce the number of requests for more numbers. The anticipated implementation of auto-enrollment from the wait list in the future PeopleSoft 9.0 may result in less permission numbers being needed. Generation of permission numbers raises security issues.

• Have permission numbers available at least two weeks before the start of the semester. Ross Miyashiro plans to make this change.

• Have an online rollbook that is submitted electronically at the end of the semester. Although not online, this rollbook spreadsheet can be maintained by faculty and submitted electronically.

• Make it easy to email individuals or groups from the spreadsheet. Instructions could be provided on several ways to transfer email addresses from the Contacts tab in the spreadsheet directly to an email program or contacts list.

The committee has now concluded its evaluation of individual recommendations for changes made by faculty. Gerry Jenkins will look into developing a revised version based on these recommendations.

**Next Meeting**
The next meeting will be held on Thursday April 1, 2010, 12:00 p.m. in Room D334.