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

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

Guest: C.C. Sadler

Members Absent: Frances Cahill, Blanca Galicia, Perlita Miclat, David Sholle, Lydia Turner

Downloadable Rollbook Feedback
Now that the committee has finished evaluating all the individual suggestions from faculty, Gerry Jenkins will work on developing a revised version. However, he does not expect that this will be ready before Fall 2010.

Gerry pointed out that some proposed changes may not be possible within an Excel spreadsheet, but he said he would try to come as close as possible to the spirit of the recommendations.

C.C. Sadler described the ITDC’s offering last Fall of versions of the rollbook spreadsheet containing class meeting dates for different meeting patterns. She said that while most faculty members appreciated this information, some had strong negative reactions if there was an error, or if the final exam date was not included. The committee’s recommendation is to place this information on a separate spreadsheet tab named Attendance, but it will be important to determine if PeopleSoft can supply the correct data for holidays, flex days, and the final exam schedule.

C.C. Sadler also suggested that the proposed “Important Instructions” tab might contain troubleshooting advice on manipulating and printing the spreadsheets.

Class Notes for Online Classes
As agreed at the last meeting, Nigel Hancock discussed this issue with Meena Singhal, Dean of Academic Services. She is supportive and has set up a meeting for April 20 to include IITS, ITDC, and Academic Services, all the players involved in getting class schedule information out to students. Nigel Hancock and Gerry Jenkins plan to represent the Student Record Processes Committee.

The key issues are: (1) class-section-specific notes are critical for students to read when registering; (2) only 15% of registering students are currently finding them; (3) distance learning students typically do not have the printed schedule of classes, where the notes are easy to find; (4) ideally, the notes should be automatically displayed for all registering students; (5) while not perfect, the Class Details page in PeopleSoft seems to be the most readily available location to place the information.
Auto-Enroll From the Waitlist and When to Turn It Off
Ross Miyashiro reminded the committee that PeopleSoft version 9.0, to be installed in December 2010, should allow waitlisted students to be automatically enrolled when openings occur in a class due to student drops. He asked the committee for guidance on when auto-enrollment should be turned off, to give instructors time to prepare rollbooks for use on the first day of class. Committee members agreed that for full-length classes auto-enrollment should be allowed up to the Friday before the start of the semester, but then turned off so that instructors could download rollbooks on Saturday and Sunday.

For shorter length classes, the ideal would be to turn off auto-enrollment two days before the start of the class. Mae Sakamoto and Ross Miyashiro thought that the auto-enrollment shut-off date might be a single value in PeopleSoft for the entire semester. Further research is needed.

Faculty Testing for PeopleSoft 9.0 Implementation
Testing of the new PeopleSoft 9.0 should begin as soon as possible in Fall 2010, to allow sufficient time for more than one iteration if possible. Committee members should volunteer for testing, but testing should be opened to other faculty as well. Ross Miyashiro would especially like some adjunct instructors who are not now very familiar with PeopleSoft to be part of the testing. The Academic Senate will be asked for volunteers.

Review Changes in PeopleSoft 9.0
Ross Miyashiro has a PowerPoint presentation that highlights the new features and changes in PeopleSoft 9.0. He thinks it will take about ½ hour. After he has reviewed it, it will be agendized for a future meeting.

Problem With Copy/Paste From Class Roster Into Excel
Mehdi Mirfattah described a problem getting class roster information into Excel. He obtained the Printer Friendly selection from Class Roster in Faculty Center, and then used Copy and Paste to transfer the data to Excel for Windows XP (Office 2003). This led to double cells merged vertically in Excel that he found very difficult to remove.

C.C. Sadler said that this was a known problem, and she would get back to him. After the meeting, she reported by email that the solution is to use the download icon (蟻) at the top of the Class Roster display instead of copying and pasting from the display. The same problem does not occur with Excel 2007 on Windows Vista.

Next Meeting
The next meeting will be held on Thursday April 22, 2010, 12:00 p.m. in Room D334.