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, Mae Sakamoto, David Sholle

Guests: Jay Field, Nancy Ratsamy, Jackie Yung

Member Absent: Lydia Turner

IITS Improvements to Class Roster
Jay Field demonstrated a new software addition to the Class Roster in Faculty Center that has been developed by IITS and will very soon be ready for release. An action button “Web Class Roster” is provided for each class listed in the Faculty Center. Clicking it creates an immediate screen display that resembles a Print Class Roster report (but without the complex rigmarole of generating the report). Printing the screen display produces a simple scratch-pad class rollbook.

There are four separate sections that simply follow each other without special pagination: enrolled students, waitlisted students, dropped students, and permission numbers. The information is completely current as of the moment the button is clicked. Blank columns next to student names can be used on the printed copy to record attendance, grades, etc.

A download button at the top of each of the four sections allows that section to be sent to a simple Excel spreadsheet; the user can then adjust column widths and other formatting as desired.

Class deadlines are displayed, in the same way that they appear on Grade Rosters, to help faculty meet census drop and withdrawal dates.

This new software does not provide a nice-looking permanent hardcopy rollbook, but it does enormously simplify the process of getting the needed information to conduct a class, especially at the start of the semester.

Jay left the meeting to take his demonstration to department heads.

Class Notes for Online Classes—Meeting Report
Nigel Hancock reported on the April 20 meeting of Academic Services, IITS and ITDC, which was attended by Nigel and Gerry Jenkins from the Student Record Processes Committee.

Gerry’s proposed solution to this issue, placing the class-specific instructions on the Class Details page in PeopleSoft rather than in the huge Distance Learning E-Course Schedule web page, appeared to be impractical for several reasons. First, the quantity of information needing to be updated every semester is more than Academic Services can handle; second, Distance Learning does not have all this information ready until long after
the PeopleSoft class specifications have been posted, and third, some of the information continues to change right up to the start of the semester, especially in the case of classes assigned to “Staff”.

Alternative ways were discussed to get the information to students better. Mae Sakamoto proposed adding a button to the Student Center page that would link directly to the Distance Learning E-Course Schedule web page (although the student would still have to navigate to the desired semester, and then locate the desired class).

It was noted that Distance Learning scans PeopleSoft daily to identify new students registering for DL classes, and then sends an automated welcome email to them. Gerry Jenkins offered to provide Distance Learning with a script that would customize the welcome email by identifying the specific class, pulling the class instructions from the E-Course Schedule, and inserting them in the email text. The fact that the instructions may change later could be accommodated by inserting a warning to that effect along with a hot link to the E-Course Schedule instructions, in the welcome email.

Another area noted for possible improvement was the content/layout of the huge Distance Learning E-Course Schedule web page. None of the information on this page can be printed. Gerry wanted to know more about how the page was assembled, including what kind of underlying database contained the information, and what sort of bookmarks were embedded. It was agreed that the Student Record Processes Committee would investigate further.

Class Notes for Online Classes—Ongoing Efforts

Nancy Ratsamy from Academic Services attended today’s meeting. She pointed out that IITS already has a test version of the Student Center page with a box containing a link to the E-Course Schedule. Exact wording for this box was discussed, and the best version agreed was:

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Distance Learning (DL) Center
Important DL Class Information
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The navigation/search area at the top of the Distance Learning E-Course Schedule web page allows students to find their class by subject, or by searching for a class number. Once a selection is made, the gigantic page scrolls automatically to the selected entry. Several problems were identified with this navigation system.

First, say you have registered for a CBIS class. Here it is categorized under “Computer and Business Information System (CBIS)”. The committee’s recommendation is to reverse the order so that CBIS appears first.

Second, the search box is at the bottom of the screen, and is not visible on smaller screens without scrolling. Its related text is de-emphasized by the use of small fonts. The committee’s recommendation is to move it to the upper right of the screen and make it more prominent.

Third, the search box only accepts class numbers, such as 30005; it is not possible to search for CBIS 6A. The committee’s recommendation is to broaden the search, so that 5-digit numbers search for class numbers and other character strings search for courses.

Last, the design of the E-Course Schedule as a gigantic scrolling web page is cumbersome and could possibly be made more user-friendly.

Nancy Ratsamy took away these ideas; she plans to meet with CC Sadler and Wendi Lopez of Distance Learning.
Follow-up: “Phantom” Students on Grade Rosters
At times, as discussed at our March 18 meeting, students who have been dropped from classes remain on active Grade Rosters. Ross Miyashiro said that it does not matter what grade, if any, these students are assigned. Because they are not registered in the class, grade entries will not be processed. However, this situation frequently causes consternation for concerned faculty members, who want to give the students NS (no show) grades—usually after the census deadline for no shows, because that is when the problems become evident. At the March 18 meeting, Ross said he would submit a ticket to IITS, based on a specific example in an Engl 47 class.

Ross reported that he has not yet submitted the ticket.

Review Changes in PeopleSoft 9.0
At the next meeting, Ross Miyashiro will present a review of new features and changes that will come with PeopleSoft version 9.0, to be installed in December 2010.

Student Selection of Grading Basis (Graded vs. P/NP)
Nigel Hancock asked whether students could change their minds back and forth on how their work is to be graded, recalling that at one time selecting the change from graded to P/NP (then CR/NC) was irrevocable. Ross Miyashiro said that in the days of paper forms the change was irrevocable, but now the selection is made online. Students can re-select any number of times until the selection deadline, which comes after 30% of the class.

Next Meeting
The next meeting will be held on Thursday May 6, 2010, 12:00 p.m. in Room D334.