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

Roll Call
Members Present: Irene Arrigo, Larry Gustafson, Nigel Hancock, Gerry Jenkins, Perlita Miclat, Ross Miyashiro, Mae Sakamoto, David Sholle

Guests: Joanne Breton, Wendi Lopez, Nancy Ratsamy, C.C. Sadler

Members Absent: Frances Cahill, Blanca Galicia, Mehdi Mirfattah, Lydia Turner

Status of Class Notes for Online Classes
Students register for online classes, like any others, using PeopleSoft. It is critical that they read the class-specific instructions for their online classes, but these are owned by Distance Learning and are maintained in the E-Course Schedule. For various reasons it is not practical to place the instructions in PeopleSoft.

Nancy Ratsamy reported that Academic Services has redesigned the generic Class Notes that appear on the Class Details page in PeopleSoft. There will be three versions. For true distance learning classes, the note will begin:

This class is a Distance Learning class.

For hybrid classes the note will begin

either: This class is a hybrid class (On-campus and Internet) with once a week mandatory meetings on campus.

or: This is a hybrid class (On-campus and Internet) that requires you to attend class on campus for orientations and exams.

All three versions will continue:

YOU MUST CHECK THE DISTANCE LEARNING COURSE OFFERINGS ON THE E-COURSE SCHEDULE at http://de.lbcc.edu/e-courses. You must have internet access and a valid email address. Your email address must be included in your Campus Personal Information on the OLE Student Service at http://www.lbcc.edu/ole.cfm

Unfortunately, because these notes appear in a text box, the web addresses shown are not actual links, just underlined text, that must be copied/pasted to be used.

To address this shortcoming, IITS has added the following new box to the OLE Student Center:

Distance Learning (DL) Center
Important DL Class Information

This links directly to the E-Course Schedule. It will be placed into production as soon as some associated Help documentation is completed.
Wendi Lopez reported that she is working on the E-Course Schedule web page to make improvements to the navigation/search area. She and Gerry Jenkins will work together to enhance the script that sends an automated welcome email to DL students. The goal will be to identify the class that the student has registered in, and include the specific instructions in the email.

“Phantom” Students on Grade Rosters
Ross Miyashiro reported that he has not yet submitted a ticket to IITS to address the problem of students who have been dropped from classes but remain on active Grade Rosters. This issue was discussed at the March 18 meeting.

Fall Semester Meeting Schedule
Committee members agreed to maintain the plan of meeting at noon on the first and third Thursdays of each month, avoiding conflict with department head meetings, which take place on the second Thursdays of each month.

PeopleSoft 9.0 Auto-Enroll From the Waitlist and When to Turn It Off
Nigel Hancock said that he reported to the Academic Senate on April 23 the committee proposal 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. No objections were raised.

It remains unclear if the same shut-off date would have to apply to all classes in a semester, including those with different starting dates.

PeopleSoft 9.0 Volunteer Faculty Testers for Fall 2010
Nigel Hancock solicited the Academic Senate on April 23 for additional volunteers to help the committee with testing early in the Fall semester. Four full-time senators volunteered. Ella Hunter, Adjunct Faculty representative, is contacting adjunct faculty to solicit part-time volunteers.

PeopleSoft 9.0 Review of Changes
Ross Miyashiro presented an overview of changes that will come with PeopleSoft version 9.0, to be installed in December 2010. There will be many changes and enhancements in the way that it works. Only some of them are expected to be obvious to faculty.

- The menus used to navigate to each feature will look different, but appear to be more informative.
- A search box will help find a particular feature without navigating the menus.
- There will be more centralized access to features. More things will be done directly from the Faculty Center (for faculty) or the Student Center (for students).
- More extensive implementation of pre-requisite checking will make the use of yellow permission cards unnecessary. All classes, including those with pre-requisites, will use permission numbers to register additional students.
- A shopping cart philosophy will be used to register for classes rather than a class-by-class approach. When the student goes to the checkout (to actually register for all the classes in the shopping cart), the system will check for pre- and co-requisites, and for overlapping class schedules. It will make these same checks before allowing a student to go on a wait list. Because wait-listed students have already been validated, it will be possible to turn on auto-enrollment, so that when a student drops a class during registration, the first student on the wait list is automatically enrolled.
An important change resulting from this enhancement is that students will be much less able to use the wait list to “shop around” for particular class sections. Say a student really wants the 9:00 a.m. section of class A, but it was full, so has registered for the 2:00 p.m. section instead. If the student registers for a different class (perhaps much less important) at 9:00 a.m., it will become impossible to go on the wait list for the 9:00 a.m. section of class A, because of the overlap.

- The system will contain an xml facility. This is a tool that will allow programmers to build additional features such as communication. This will make it feasible to implement something that committee members have wanted for years: faculty notification of roster changes during the semester, such as students adding or dropping. (Notification of drops is in fact required by Title 5, which says that a student withdrawal “shall be processed after notification of appropriate faculty ... the instructor”, although the committee has heard in the past from Ross Miyashiro that this requirement is widely ignored by colleges across California.)

### Brand Name for Records Software

Wendi Lopez pointed out that there is no single name in use for the college records software system. It is sometimes called PeopleSoft (although that company ceased to exist years ago), sometimes Oracle (the company that purchased PeopleSoft), sometimes OLE, and in different circumstances, sometimes Faculty Self Service or Student Self Service. This makes it hard to communicate, for example with students, about what they should do. Mae Sakamoto added that the same software system is used in many areas of the college beyond student records, including payroll, budgeting, etc., and so a number of other names are in use also.

Gerry Jenkins suggested that the name should be descriptive and maybe similar to what other colleges are calling it so students will recognize what it is from just the name.

The scope of this issue goes far beyond the purview of the Student Record Processes Committee. Chi-Chung Keung, Executive Director, Public Affairs & Marketing, should be approached to investigate a unified solution.

### Next Meeting

The next meeting will be held on Thursday August 19, 2010, at 12:00 p.m. The room will be determined later.