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

Roll Call
Members Present: Larry Gustafson, Nigel Hancock, Gerry Jenkins, Perlita Miclat, Mehdi Mirfattah, Ross Miyashiro, Irene Pearl, Mae Sakamoto, David Sholle
Guests: Leslie Heber, Lisa Parker, C.C. Sadler
Member Absent: Frances Cahill

Transition to New Committee
The Academic Senate has not yet appointed members to the new Student Record Processes Committee, so the existing members of the Registration Task Force met to begin the year's business.

Lack of Printed Rollbooks
The lack of printed rollbooks has caused considerable consternation among faculty, especially because it forces them to obtain their permission numbers from a multi-step report generation process in PeopleSoft. Group members have received verbal information to the effect that some faculty have given up the attempt to obtain permission numbers, and simply rejected petitioning students, with the argument that the 10% emergency increase in class sizes is as far as they will go.

Downloadable Rollbook Template: Faculty Review
Over the summer, the entire faculty, both full and part time, were polled for feedback on the downloadable rollbook template developed by Gerry Jenkins and the Registration Task Force. The results were overwhelmingly positive, both for the format and the content of the template, and for having it set up to be created and populated directly from PeopleSoft. Consistent themes among the feedback included: relief that something would be available to replace printed rollbooks, that even the template alone (to be filled in manually by individual faculty) was useful, but especially that a one-step process (like a button next to each class in the Faculty Center) must be developed to replace the existing convoluted multi-step process required to obtain any kind of report from PeopleSoft.

The faculty feedback contains many specific suggestions for changes to the rollbook template. These are yet to be analyzed.

Downloadable Rollbook Template: Implementation Issues
Mae Sakamoto made it clear that Instructional & Information Technology Services’ (IITS’) current priorities include implementing TracDat for accreditation, enrollment management reporting (Data warehouse), and a new Version 9 of Oracle (PeopleSoft) arriving in 2010. Any kind of implementation of the downloadable rollbook will not happen until after these priorities have been accomplished.
A discussion centered around the fact that Gerry’s proposed implementation is in the form of XML code disguised as a .xlsx file. This is simpler to program than the older .xls Excel workbook, but has proved to be unreadable for MAC users and for PC users who have not upgraded and/or patched Microsoft Excel or do not have Excel, especially among the adjunct faculty using older equipment at home. Dave Sholle argued that a PDF version should be available for the many faculty members who are not familiar with Excel, or who do not have the latest version.

**Downloadable Rollbook Template: ITDC Help for Faculty**

C.C. Sadler reported that the ITDC has done heavy business in training and helping faculty to use the rollbook template and to populate it with class data downloaded from PeopleSoft. The ITDC has prepared a 10-page instruction brochure showing the numerous steps required to download and format class data. So far an entire toner cartridge has been used to print 10,000 pages of downloaded rollbooks. She said that with practice a single class section could be downloaded and formatted in as little as 15 minutes.

The ITDC team has taken Gerry’s template and developed versions enhanced for recording attendance data, with column headings for all the class meeting dates in the semester, for different class meeting patterns such as Monday–Wednesday, Tuesday–Thursday, etc.

**Submission of Rollbooks to Admissions & Records**

Ross Miyashiro commented on his earlier pronouncement that Admissions & Records would no longer accept rollbooks, followed by this semester’s Opening Day Bulletin which returns to the requirement that rollbooks must be submitted. His intention to stop storing rollbooks was prompted by an anticipated loss of storage space, as both of his present storage rooms are earmarked for other uses, one for a faculty office. He will need storage space if rollbooks are to continue being stored. Rollbooks are required in cases when a student challenges their grade. Ross suggested that it was most important to require rollbooks from class sections taught by adjunct faculty, because they lack on-campus facilities and may suddenly cease to work at the college. In contrast, records from classes taught by tenured faculty should normally be available from the faculty themselves, either in hardcopy or electronic form.

Some of the faculty feedback includes queries if rollbooks can be submitted to Admissions & Records in the form of email attachments. Ross stated that the Opening Day Bulletin says electronic submission of rollbooks is acceptable, but group members were unable to find such a statement.

**Census Deadline**

It was pointed out that September 7 is the last day to drop students from regular 18-week classes. Ross Miyashiro said he would send out an email on September 4 reminding faculty about this.

**Next Meeting**

The next meeting will be held on Thursday September 17, 2009, 12:00 p.m. in Room D333.