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

Roll Call
Members Present: Blanca Galicia, Larry Gustafson, Nigel Hancock, Gerry Jenkins, Mehdi Mirfattah, Ross Miyashiro, Mae Sakamoto, David Sholle

Members Absent: Frances Cahill, Perlita Miclat, Irene Pearl

New Committee Member
Blanca Galicia (Counseling) was welcomed to the committee.

Recent Formatting Change in Print Class Roster
At some time since the last meeting, the formatting of the output from Print Class Roster has changed. Several unwanted lines of header information are being inserted repeatedly into the data, at approximately page intervals. Some of the headings are being inserted at incorrect locations, such as a heading “Wait Listed Students” inserted within the list of Dropped Students. This problem affects both PDF output, formatted for printing, and CSV output, formatted for spreadsheet use.

Mae Sakamoto took away a sample printout to investigate. After the meeting she reported that the issue should be rechecked to see if it has been corrected, as a program change was made.

Closed Classes: Misleading Messages to Students
Whenever a student drops or is dropped from a full, closed class, PeopleSoft re-opens the class and in Class Search the displayed blue square symbol (closed) changes to the green circle (open). A local modification requested by Admissions & Records has been placed on top of this which blocks students from registering once the class has started (even if the class may still have openings), and activates the stock message “Instructor Consent Required”. A more specific message directing students to petition at the next class meeting would help, but changing the message cannot be done because the same message is activated in different situations. The problem, reported at the last meeting, is that students, blocked from registering in apparently open classes, are lobbying instructors and department heads for permission numbers. In this way they are bypassing wait-listed students who should have top priority for registration, but who will not be considered until the instructor meets the class.

Mae Sakamoto indicated that making additional programming modifications on top of the existing modification is impractical and may cause serious system consequences.

A major concern is that registering these petitioners ahead of wait-listed students is inequitable, and could lead to lawsuits. Ross Miyashiro pointed out that a recent court ruling allows California students to sue instructors personally as well as their colleges.
Committee members suggested that all faculty need to be informed of this registration scenario and instructed how to handle the petitioning students. Ross Miyashiro said that handling petitioners was at instructors’ discretion and so direction could not be given. It was noted that the Registration Task Force emailed all faculty on May 27, 2009 giving direction with a “Procedure for utilizing course waitlists for Fall 2009” signed by both co-chairs. Ross felt that giving instructions for this scenario constitutes a policy change that needs direction from the Academic Senate, and possibly a change to Administrative Regulations.

**Procedure for Student Reinstatement**

Fran Cahill requested clarification of the procedure for reinstatement of students after they have been dropped by an instructor. In the past, students had the task of obtaining reinstatement forms, obtaining signatures, and submitting the forms to Admissions & Records. More recently, on November 6, 2008, Irene Pearl told the Registration Task Force that reinstatement forms would only be given to, and should only be handled by, instructors to prevent students from forging instructor signatures in order to reinstate themselves.

Ross Miyashiro said that forms and procedures for several functions, including student reinstatement, are presently being redesigned and that new information will soon be available. He said that department heads would be briefed on new procedures. Committee members suggested that faculty who have to handle and sign forms themselves should be informed directly.

**Downloadable Rollbook Template: Faculty Review Feedback**

The committee began to assess the individual recommendations for changes made by faculty to the downloadable rollbook template. Proposed changes that seem to merit implementation include:

- Add horizontal dark lines or extra space between rows every five students to make it easier to follow across;
- Repeat student names/ids on the second printed page;
- Freeze panes so that student names and column headings remain visible as the rollbook is scrolled on the screen;
- Experiment with font size and layout in the page headers and footers to ensure all the information is displayed in minimum space;
- Experiment with different printers/drivers so that the rollbook pages do not exceed a single 11” x 17” page or two 8½” x 11” pages; and
- Have an alternate, non-Excel, form of output, such as PDF.

Some proposed changes seem worthwhile for specific instructors/classes, but not for others. Such changes should be left for individual Excel users to implement in their own downloaded spreadsheets as required. They include:

- Fit as close to 50 students on the page as possible. This would require a very small font. Only appropriate for large classes and instructors with good eyesight.
- Make sure the font is large enough for some older folks. Individual preference (compare the previous suggestion). Users may need training to change font size.
- Build in formulas to calculate grade earned to-date. This is a gradebook, not a rollbook. Some instructors have purchased gradebooks, others have built their own. Different instructors use different grading strategies, hence different formulas. There is no general solution.
• Enlarge the top line to make space to enter assignments. The space required varies by instructor. More space takes away from the number of students that fit on the page. Row height is easily changed by the user.

• Change the left margin from 0.5" to 0.75" so it can be hole-punched to go in a binder. Not everyone needs this. Takes away from the columns that fit on the page. Easily changed by the user.

• Add a row at the top with no bottom border line to record day of the week. Personal preference. Users can add rows wherever they want.

Other proposed changes do not seem worthwhile, including:

• A column on the side for the instructor's signature. Signing can be done in the margin. Signing a rollbook is much less important now that the official record is the online grade. A submitted rollbook is backup to support grade changes. Rollbooks will probably soon be submitted electronically.

The committee still has many proposed changes to review at a future meeting.

**Next Meeting**
The next meeting will be held on Thursday October 15, 2009, 12:00 p.m. in Room D333.