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

Roll Call
Members Present: Irene Arrigo, Frances Cahill, Larry Gustafson, Nigel Hancock, Gerry Jenkins, Mehdi Mirfattah, Ross Miyashiro, Mae Sakamoto, David Sholle, Lydia Turner
Guests: Jay Field, C.C. Sadler
Members Absent: Blanca Galicia, Perlita Miclat

Welcome
Jay Field, the new Associate Vice President, Instructional & Information Technology Services (IITS, formerly ACIT) was welcomed to the meeting. He will receive copies of committee communications.

Class Roster Issues
The committee thanked Mae Sakamoto for the prompt action she initiated within IITS to fix the Print Class Roster problems that were identified at the last meeting.

Chris Jacobs contacted the committee to report a student whose name suddenly appeared on her roster in mid-semester, even though the student had never been in her class. Ross Miyashiro said he thought that this was a wait-listed student who had showed up on the Grade Roster (which is a local LBCC product, not a core part of PeopleSoft). He was still investigating, and expected to submit a trouble ticket to IITS for further action.

Faculty members have expressed concern that when they download rosters of enrolled students only, students with Ws have showed up in the list. Faculty education is required, as this situation is normal, not a cause for concern. W is a grade, and so Withdrawn students are still enrolled. (Students that are Dropped before census are not enrolled and disappear from the enrolled roster.) Ross Miyashiro pointed out that the college gets state funding for enrolled students (including Ws), but not for Dropped students.

Downloadable Rollbook Feedback
Jay Field asked about the need for the downloadable rollbook. He commented that Solano Community College (his last position) used Banner software rather than PeopleSoft, and available output included a printable page that was formatted ready for the collection of one to three weeks’ worth of rollbook information.

Committee members demonstrated some of the available PeopleSoft options for obtaining student rolls, including Class Roster in Faculty Center, Grade Roster, Print Class Roster, and Student Email, Phone by Class. The many steps required to obtain some of these products were apparent, along with their pros and cons. C.C. Sadler mentioned the twelve-page instructions available from the ITDC to help faculty generate a rollbook.
The committee continued to assess the individual recommendations for changes made by faculty to the downloadable rollbook template. Proposed changes that seem to merit implementation include:

- Separate “Year” and “Major” on the Other Information tab into two columns.
- Improve appearance by selecting left/center/right justification for specific columns.
- Switch the column order so that Student ID comes to the left of Student Name. This is the same order as standard PeopleSoft reports, and it allows advanced Excel users to use the Student ID as a primary key for data linking operations.
- Move the Other Information tab to the left of the Wait List tab. That way the three tabs that list the same group of enrolled students (Roll, Contacts, Other Information) all come together.
- Format phone numbers as (562) 555-1234. This may be a PeopleSoft data entry issue, as there are invalid phone numbers in the data, so it appears that PeopleSoft does not properly validate phone numbers when they are entered.
- Display permission numbers with tear-off tabs to hand to students that include detailed specific instructions for using the permission number. Perhaps place this information on an additional spreadsheet tab separate from the Permission # sheet, so that instructors have a choice of using this feature or not depending on their class practices.

Proposed changes that are specific to individual instructors/classes should be left for individual Excel users to implement in their own downloaded spreadsheets as required. They include:

- Increase the row height and font size on the Permission # tab to make it easier to handwrite students’ names. A good compromise size should be provided. It’s easily changed by the user.

Other proposed changes that do not seem worthwhile include:

- Move the Contacts tab all the way to the left, and use the names/IDs in it to automatically populate the same columns on the other sheets. To help the beginning user, it makes most sense to have the Rollbook tab on the left. That way it is automatically displayed and is ready for printing when the file is opened. It is anticipated that the final product will have all columns on all tabs automatically loaded with data from PeopleSoft; building dynamic links between different columns and different tabs creates an entirely different product, but one that advanced users may wish to build for themselves based on this proposed product.

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

**Next Meeting**
The next meeting will be held on Thursday November 19, 2009, 12:00 p.m. in Room D333.