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, Perlita Miclat, Ross Miyashiro, Mae Sakamoto, David Sholle

Members Absent: Blanca Galicia, Mehdi Mirfattah, Lydia Turner

Student Notification of Dates for Registration
A question raised at the Academic Senate was passed on to the committee: apparently letters will no longer be mailed out, so how will students find out their priority registration dates? Irene Arrigo explained that new students will continue to receive letters, but continuing students need to go online and look up this information for themselves. This is in line with Admissions & Records’ policy that students should learn adult behavior such as taking responsibility for their own education. Ross Miyashiro added that the Call Center is the envy of nearby colleges; it is open daily, and will walk students through the process of achieving any of the college’s online tasks.

Class Roster Issue: Students Appearing on Rosters in Mid-Semester
Following up on the student reported by Chris Jacobs whose name suddenly appeared on her roster in mid-semester, even though the student had never been in her class, the student name appeared on the Print Class Roster report, not the grade roster as originally suggested. Ross Miyashiro said that the student had registered well before the start of the class, but had been dropped for nonpayment of fees. It was still unclear how or when the student got reinstated.

Another case was brought to the committee by Chris Jacobs, where a student name apparently appeared on the roster for the first time in mid November. Initial investigation indicates that the student added the class late, but more details are needed. Nigel Hancock will contact Chris Jacobs for more information.

Downloadable Rollbook Feedback
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:

- Include any phone number extension. Students can enter values in this field. It is particularly useful in the case of business phone numbers.

- Include the country code with phone numbers. Generally relevant only for online courses where students may reside overseas. The committee had been concerned that PeopleSoft apparently does not validate phone numbers on entry (10 digits total, 3 digit area code, etc.), but consideration of the country code made the committee realize that foreign phone numbers may be entered, where the format
differs from U.S. phone numbers (different total digits, different separators, different lengths of area/city codes, etc.) so it may be impossible to implement a rubric for validating phone numbers.

- Add another spreadsheet tab called Attendance with enrolled student names (no student IDs) as rows, and class meeting dates as columns. This could be used as a sign-in sheet to take attendance, but just having all the class meeting dates generated automatically would be an important benefit.
- Implement a one-button download for this spreadsheet, preferably on the Faculty Center/Class Roster page.
- For large classes that don’t fit on one page, repeat the column headings on subsequent pages.
- In the page headings, change “Census 2/04/09 Drop by 4/25/09” to “Last NS 2/03/09 Last W 4/25/09” to show deadlines explicitly.

Other proposed changes that do not seem worthwhile include:

- Format phone numbers as (562) 555-1234. PeopleSoft reports phone numbers in the form 562/555-1234. Either form is easy to understand, so it seems unnecessary to change the standard output. Committee members agreed that as a general policy information should be displayed using standard PeopleSoft output formats.
- Provide a Microsoft Word alternative output for non-Excel users. A PDF alternative output has been recommended, but it seems much simpler to restrict the number of options.
- Add a space after the comma in student names. PeopleSoft reports student names in the form “Last,First MidInitial”; it seems unnecessary to change the standard output.

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

**Next Meeting**
The next meeting will be held on Thursday December 3, 2009, 12:00 p.m. in Room D333. This will be the last meeting for the Fall semester.