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

Roll Call
Members Present: Frances Cahill, Larry Gustafson, Nigel Hancock, Ross Miyashiro, David Sholle

Members Absent: Irene Arrigo, Blanca Galicia, Gerry Jenkins, Perlita Miclat, Mehdi Mirfattah, Mae Sakamoto, Lydia Turner

Early Dropping of No-Show Students
Committee members discussed the email from Mike MacCallum, the Dean of Financial Aid, sent to all faculty on Wednesday December 2. It concerns students who receive financial aid but never attend class. The college is required to return the funds to the state, and if the students don’t return the money, the college is left holding the debt, which can be enormous.

The issue here is reporting of no shows on grade rosters. Faculty fall into two general categories on this: one group maintains their rosters regularly starting by dropping no shows right after the first class meeting, while the other group updates rosters as infrequently as possible, posting all no shows and drops the day before census. The financial concern is important, and so it seems reasonable to ask faculty in the second group to change their practices and drop their no shows by the end of the first week of classes. One week is too short a time to determine if students who attend the first class have then dropped, but members noted that prematurely dropped students can be reinstated either by giving them a permission number to re-register, or by using a reinstatement form.

Nigel Hancock agreed to discuss this concern with Mike MacCallum and to bring it to the Academic Senate. It may be appropriate for the Senate to endorse a notice to faculty setting out the required procedure.

Criteria for Admitting Petitioning Students
As the number of classes shrinks and the number of students grows, wait lists are becoming longer; it is increasingly important that faculty adhere to an equitable procedure for adding petitioning students to a class. On May 27, 2009, the co-chairs of the Registration Task Force sent out a joint email to all faculty, containing the key statement:

It is imperative that the wait lists be utilized fairly and consistently. If you decide to add more students to a closed class, you must take them in order of their position on the wait list, so long as they are present at the first class meeting. (Students not present at the first class meeting give up their wait list priority.) Only after all wait-listed petitioners present in the classroom have been accepted is it acceptable to take other petitioning students. Failure to follow these guidelines may open the college up to accusations of unfair practices.

This information should be re-transmitted to faculty.
The committee considered a scenario where there are more wait-listed students than there are openings in the class. At the first class meeting, the instructor takes the top wait-listed students and tells the rest there is no more room. After the first meeting, several students drop themselves, creating more openings. The second week of class, students present themselves asking to add the class. Since the instructor has already rejected wait-listed students (who were present at the first meeting and therefore have priority), it is now inequitable to take in students who are not on the wait list and were not at the first meeting.

The committee considered how to address this situation fairly. At the first meeting, if more wait-listed students are present than can be admitted, the instructor should explain that more openings may appear during the following days, should collect phone numbers and emails from wait-listed students who are interested in later opportunities, and should encourage those students to keep coming to class. When openings appear, the instructor should make efforts to contact the wait-listed students who have left contact information, before offering places to non-wait-listed students.

These ideas should be communicated to all faculty, perhaps both using email and the Opening Day Bulletin for spring 2010.

**Students Appearing on Rosters in Mid-Semester**
Nigel Hancock obtained more information from Chris Jacobs regarding the late-added student that she discovered on her grade roster when she went to withdraw students by the last day to drop. The reason she did not know the student was registered in her class is because the student was processed as a late add on September 22, with the add backdated to the start of the class. Chris had printed her class roster on September 3.

It remains a major concern that this student got added to the class, after the start of class, apparently without the instructor's knowledge or consent. Chris reports that she gave no permission number to this student. Ross Miyashiro said that he would follow this up at PCC Admissions & Records, find the supporting paperwork, and report in January on the circumstances.

**Next Meeting**
The next meeting will be held on Thursday January 14, 2010, 12:00 p.m. in Room D334.