Attendees: Cheryl Bassett, Troy Boquette, Mike Cieslinski, Paul Crane, Rick DeGroot, Kim Doane, Chris Engle, Philip Greenfield, Mark Leach, Steve Robinson, Michele Traver, Gail VanEtten, Emily Varney, Nicole Woods

Absent: Alana Ferguson, Lisa Gronauer, Michelle Montpas, Melissa Rueterbusch

Review Process and Current Status

VPAA/Dean Review

- Mark shared the slides provided to deans.
  - Waitlisting available for 1 section only of courses (system allows registration and wait list but is procedurally not allowed for in-person registration.
  - First In/First Out
  - Auto move
  - Shut Off – first day of class for full; 1st half; late start/2nd half courses
  - Using Wait listing as delivered via Datatel. We are not customizing at this time.

High Level Timeline

- Has been presented to deans
- Pilot testing to be completed Jan 31
- Feb 28 – Pilot training to be completed.
- March 31 – pilot set-up and communication
- April 1 registration, pilot implementation for Spring/Summer/Fall
- May-August, expend implementation (revise process as needed, add courses, etc.)
- November 1 – planned full implementation for all courses

Potential Pilot Courses – The Lab Team will look at the potential courses identified to determine which courses will be used in the pilot.

Testing/Implementation/Assignments

- Lab Team will be keying set-up into Live in their next meeting
- Lab Team will provide screen shots to Troy and Mike for their training materials
- February 22 – Faculty Meeting – Time has been allotted for an Overview to be provided to Faculty
- Staff training will be provided for:
  - Advisors/Counselors
  - Support Staff
  - Extension Site Staff
  - Other interested Staff?

  It was requested that several sessions be provided so department staff (for example, in Registration) can all attend, but not at same time.

- An initial pamphlet will be provided that includes Piloted Courses
- A follow-up pamphlet will be drafted when WebAdvisor Wait List Registration is opened up. Additional courses can be listed in this pamphlet, as well as additional information that is needed.
- Chris Engle suggested information be provided online.
• Informational emails should go to all faculty/staff with basic information about wait listing: what it is and courses included. Student Services will prepare email to go out by mid-March.

• (Parking Lot Issue) Troy will discuss opening WebAdvisor usage rules with Dean Deen to see if there is any interest in opening it to more user groups.

Notes prepared by,

Sherry Rosenberger