Attendees: Mike Cieslinski, Rick DeGroot, Kim Doane, Chris Engle, Philip Greenfield, Lisa Gronauer, Mark Leach, Michele Traver, Gail VanEtten, Emily Varney, Nicole Woods

Absent: Cheryl Bassett, Troy Boquette, Paul Crane, Alana Ferguson, Steve Robinson, Melissa Rueterbusch, Pat Ward (new member replacing Michelle Montpas)

**Reporting/Metrics**
- Mark asked for volunteers to work with him and Mike Cieslinski on a committee to look at the need for any additional custom reports. Kim Doane will work on this committee.

**Training/Communication**
- A first-draft sample brochure has been developed for distribution to students when they are placed on a wait list during the pilot phase.
- **Training Schedule:**
  - March 2 – Counseling staff (+/- 70)
  - March 4 – Advisors
  - March 18 – Advisors
  - March 21-25 – Sessions for registration, call center and extension site staff (may include interested division staff who do student registration)

  The pamphlet will also be available for student pick up in designated areas. Troy and Mike will work with the sub-team (Chris/Lisa) to make sure they have all information needed to conduct training sessions.

  **Pamphlet suggested additions:**
  - Wait list cutoff date (1st day of class).

- Other needed Communication to Deans/Anyone registering students:
  - Dean signature is needed for Wait listing over 18 (or 9 Spring/Summer) credits.
  - Scheduling Conflict: Wait list rules will allow registering for conflicting courses, but students will not be auto moved into a conflicting course.

**Expanded Timeline**
- **March**
  - Complete pilot training/communication & security/set-up
  - Complete registration set-up for 2011/4, 2012/1, 2012/2
  - Roll-over 2012/3 courses (wait list defaults will likely not be populated)
- **April**
  - Begin pilot registration April 1 for 2011/4, 2012/1, 2012/2
  - Monitor results, track issues, provide support as needed
  - 2011/4 Financial Auto Drop runs (April 18)
- **May thru July**
  - Close 2011/4 wait lists when classes start
  - 2012/1 Financial Auto Drop (June 13)
  - Close 2012/1 wait lists when classes start
  - Testing for remaining wait list pilot course phases
Review/revise process as needed (e.g., student focus group)
Add more 2012/2 courses TBD from phase 1-4

August
- 2012/2 Financial Auto Drop runs (August 8)
- Monitor results, track issues, provide support as needed
- Review/revise process as needed (e.g., student focus group)

September
- Draft wait list course exception/inclusion list
- Start full training/communication & security/set-up

October
- Complete full training/communication & security/set-up
- Update approved wait list course exceptions/inclusions
- Complete registration set-up for 2012/3
- Roll-over 2012/4, 2013/1, 2013/2 courses (wait list defaults populated?)

November
- Begin full implementation November 1 for 2012/3 (Phase 1 and 2 including WebAdvisor??)
- Normal ongoing operations, project done?

Testing/Implementation/Assignments
- **Pilot Courses** – A question was raised concerning the final courses suggested for the pilot. Mark has submitted the list, along with noted concerns, to Amy Fugate for final approval. Michele Traver will enter courses for the pilot when final approval is received.
- **Suggestions**: Add wait list shut off date to registration calendar (1st day of class for each session type)
- **“Everyone” email**: Student Services – to be ready to go by mid-March
- **Faculty presentation**: about roll-out of wait list pilot – Mark planning to review at next faculty meeting, 2/22.
- **Test WLAV Run Time** – Paul to evaluate overnight process schedule
- **WLAV** – Chris/Lisa will be responsible for running

Notes prepared by,

Sherry Rosenberger