Attendees: Cheryl Bassett, Janice Block, Troy Boquette, Bernie Cunningham, Mike Cieslinski, Paul Crane, Kim Doane, Chris Engle, Bill Reich, Steve Robinson, Julie Steffey, Michele Traver, Gail VanEtten, Emily Varney, Pat Ward

Guests: Phaedra Bartlett, Trisha Nelson, Dan Thomas

Absent: Avon Burns, Fred DeGroot, Alana Ferguson, Philip Greenfield, Lisa Gonzalez-Gronauer, Nichole Woods

Wait List Project Status Update:

<table>
<thead>
<tr>
<th>Term</th>
<th>Courses Available</th>
<th>Headcount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2011/4</td>
<td>8</td>
<td>41</td>
</tr>
<tr>
<td>Summer 2012/1</td>
<td>8</td>
<td>33</td>
</tr>
<tr>
<td>Fall 2012/2</td>
<td>32</td>
<td>341</td>
</tr>
<tr>
<td>Winter 2012/3</td>
<td>36</td>
<td>205</td>
</tr>
</tbody>
</table>

Winter 2012 – 24 students were moved to “enrolled” status, 323 remained on Waitlist when closed.

- Handouts were distributed showing a comparison between the “permission to register” and “auto register” processes.
  - Permission to register provides notification of issue needing resolution, whereas auto-register bypasses students on the list with issue/conflict without notification of need to resolve conflict.
  - Permission to register – limited time to resolve conflict and register for class (currently 2 days [48 hrs] from process run). If student is not registered in that window they are removed from list (must start over on waitlist if class still wanted)
  - 20% of students who were auto registered during the previous pilot appealed, saying they were not informed of their registration.
- Notification email sent via Datatel. A cc account has been created for record of emails sent.
- The registration process w/waitlist is same as through web advisor. Students are “checked” to see if they meet registration rules (pre-reqs, etc.) both when added to waitlist and when ready to be registered.
- Most schools turn off waitlist two weeks before semester start. Mott can decide to turn it off at that point or any other.

The new pilot will run through 2013/2 so that an informed recommendation may be made based on pilot results and feedback. The wait list process is much more complex than just “flipping a switch,” and needs to be rolled out carefully with questions and possible issues addressed and resolved.
Retention Alert Project Status Update:

- The system is live with approximately 200 alerts received since the beginning of Winter Semester. Positive results (in student increased attendance, for example) have been observed and no one involved has received any negative response from referred students to date.
- Presentations have been made to Developmental English and CASD faculty and staff.
- Developmental Math training is scheduled for March 1.
- An updated Faculty Manual was distributed.
- The Counseling RA team offered pointers and shared experiences:
  - All 7 digits of student ID must be entered in student ID
  - The summary screen has a limited number of characters. More comprehensive information can be entered in Detailed Notes section
  - Any employee may enter information by logging into Web Advisor as “faculty” (rather than employee). This information is not widely available at this time.
  - Faculty can enter alerts for students not on current roster by using student ID number, rather than entering through class list.
- Datatel will be programming for Batch Processing this month. Testing will begin but roll-out of batch processing is not planned in the near future, as the Retention Alert team is busy with the current manual trigger process.

Next Meeting:

The next meeting will be held Tuesday, April 17.

Notes prepared by,

Sherry Rosenberger