Attendees: Troy Boquette, Mike Cieslinski, Paul Crane, Kim Doane, Chris Engle, Larry Gawthrop, Philip Greenfield, Lisa Gronauer, Mark Leach, Michele Traver, Emily Varney, Nicole Woods

Absent: Cheryl Bassett, Alana Ferguson, Michelle Montpas, Melissa Rueterbusch, Gail VanEtten, Steve Robinson

The meeting focused on fleshing out the project charter.

Executive Summary *
Will be updated on completion of the draft Charter.

MCC Stakeholders
Customers
- MCC Students:
  - Provides a fair/non-discriminatory opportunity to enroll in courses based on sign-up order.
  - Provides help in planning their schedule (gives additional options)
- Academic Affairs:
  - Deans can use in making decisions about adding additional sections (what times/days are students most likely to sign up for)
  - Alleviates potential pressure on faculty to allow students into a full section (if overload availability we added).
- Student Services:
  - Allows advisors/counselors to help students with scheduling
- Financial Aid:
  - Possible benefit: Gives option for additional drop dates
- Accounting:
  - Possible benefit: Maximize classes filled with “paying customers.”
- ITS:
  - Possible decrease in system performance drains (fewer students constantly monitoring web advisor).

Business Purpose
Business Goal, Strategy, Objective
- Improve enrollment management (college)
- Improve enrollment process (students)

Business Case, Need, Problem, Opportunity
- Lack of standard/automated process
  - Section utilization is not optimized
  - Manual process is only done in some areas
  - Pre and co-requisites may not be satisfied. **This is an issue, but not a reason for using the wait list process.
  - Students may be subject to favoritism **Not a current issue due to elimination of overload process through Faculty CBA.
  - Faculty may be subject to pressure. **Not a current issue due to elimination of overload process through Faculty CBA.

Preliminary Scope, Assumptions, Constraints
- Does not include section management (adds) *(provides better info, but does not provide reporting data)*
- Current culture is paper-based (not email) **Constraint: Student contact information is often not current.**
- Need to address academic auto drop process for pre and co-requisites.
- Additional work in executing the process (contacting students, hold time for possible registrations from wait list, etc.

*Incomplete outline. Not all sections are included here.*

- **Meeting Schedule**

The group will meet biweekly for one and one-half hours. The next meeting will be Thursday, September 9 at 2:30pm.

- **Meeting Preparation**
  1. Please review the minutes and the revised MCC Project Charter. Discussion will resume on the Section: “**Project Success Criteria, Metrics.**”
  2. Troy will provide an electronic copy of the Monroe CCC power point document.
  3. Mark will bring the Datatel documents.

Notes prepared by,

Sherry Rosenberger