Attendees: Troy Boquette, Mike Cieslinski, Paul Crane, Kim Doane, Chris Engle, Philip Greenfield, Lisa Gronauer, Mark Leach, Steve Robinson, Michele Traver, Emily Varney

Absent: Cheryl Bassett, Alana Ferguson, Larry Gawthrop, Michelle Montpas, Melissa Rueterbusch, Gail VanEtten, Nicole Woods

The committee worked to finish the project charter during this work session, beginning with discussion on the Project Success Criteria, Metrics.

Project Overview

- **Project Success Criteria, Metrics**
  The group discussed the question “How will we know when we are done?” and talked about whether the role out should be tested on a section of a course, a course or division. Other options: a course in each division, and only selected courses that fill early.

  Another question discussed: “How will success be measured?” Options discussed: % seats filled (if courses are chosen that already fill, this won’t show a difference); numbers of discipline cancellations/late adds;

It was determined that success criteria would include completion of the following:
- Determining Rules and Set-ups and writing documentation
- Running a test of wait listing on a selected course or courses in the test environment
  - Writing up or modifying a job aide for wait listing
- Rolling out wait listing to one course per division
- Team addresses any issues uncovered and “turn on” process
- Review data one semester out

Project Requirements

- **Deliverables**
  Documentation/Job Aide
  
  *It is anticipated that reporting tools including a “Waitlist Dashboard” will be requested going forward.*

Project Management

- **Summary Milestone Schedule**
  It appears Wait Listing will not be ready for November registration, but hopefully for April

- **Communications and Reporting**
  - T. Boquette will report for the group to CPSC
  - Other communication tools and venues for communicating to faculty, staff and students to be considered/used:
    - Faculty meetings and Division meetings
    - The Queuing System
    - Email
    - Flyers placed in orientation, advising and registration areas
Project Costs/Budget
Although Datatel costs for consultation and other services are relatively small, discussion occurred about the Datatel Communications Tools. E. Varney reported she thinks writing the documentation, rules and the set-up process may be lengthy. This will be part of “cost of doing business.”

Project Risks/Issues
- **Scope**
  - Rolling out successfully for one course in each division.
  - Completing documentation
- **Schedule**
  Although there is no specific due date, this is a high priority project for Academic Affairs. Target: April enrollment for Spring/Summer/Fall
- **Other Stakeholders**
  - Students: Issues: will they be allowed to wait list for more than one section per class; When will it be “too late” to stay on a wait list; Will they need financing in place
  - Student Services: Issues: Notification/Communication to wait listed students; Ensuring students are eligible to take wait listed courses;

Next Meeting: At the next meeting the committee will review the final Charter draft and forward to sponsors for approval.

Notes prepared by,
Sherry Rosenberger