AQIP WAIT LIST/RETENTION ALERT PROJECT TEAM
September 23, 2010
2:30 pm

Attendees: Cheryl Bassett, Troy Boquette, Paul Crane, Kim Doane, Alana Ferguson, Philip Greenfield, Lisa Gronauer, Mark Leach, Michele Traver, Emily Varney, Nicole Woods

Absent: Mike Cieslinski, Chris Engle, Michelle Montpas, Steve Robinson, Melissa Rueterbusch, Gail VanEtten,

The committee finished work on the project charter and began initial process analysis work during this session. M. Leach presented the updated charter and the group discussed and resolved questions and concerns. Areas of discussion and proposed changes are listed below.

Executive Summary
This section will be expanded with reasons the project is being undertaken (the “why”), including the benefits to students and staff, along with the current detail explaining what is planned.

MCC Stakeholders
- Cheryl Bassett is the sole sponsor due to the resignation of CFO Larry Gawthrop.

Project Management
- Summary Milestone Schedule (11/2010 to 4/2011 – Set-up, test, pilot, and deploy system)
  Discussion of what would be deployed: Current plan is that in April, Spring/Summer/Fall
  Wait Listing will be implemented for (at least) one course in each division. Consensus was
  that it will depend on the success of testing how broad the April roll-out will be. It was
  generally agreed that there would be no harm in a broader roll-out.
- Communication and Reporting
  T. Boquette volunteered to attend division meetings to present information and answer
  questions.

Project Risks/Issues
- Scope
  When the project is complete, the “default” for course building will be “Yes.”

Project Charter Approval
  The group agreed they did not need to see the final draft prior to presentation for approval by C.
  Bassett, project sponsor.

Process Analysis
  M. Leach opened project analysis discussion looking at current processes in place. After
  group discussion of current division processes, it was determined that there is no informal wait
  listing for courses. Current practices indentify demand for courses, but there were no wait list
  procedures identified.

Notes prepared by,
Sherry Rosenberger