AQIP WAIT LIST/RETENTION ALERT PROJECT TEAM
October 21, 2010
2:30 pm

Attendees: Cheryl Bassett, Troy Boquette, Mike Cieslinski, Paul Crane, Philip Greenfield, Lisa Gronauer, Mark Leach, Steve Robinson, Michele Traver, Emily Varney, Gail VanEtten

Absent: Kim Doane, Chris Engle, Alana Ferguson, Michelle Montpas, Melissa Rueterbusch, Nicole Woods

The committee continued process analysis work during this session.

**Initial Questions:**
Your institution will need to address the following issues:

- Do you have courses that you plan to use waitlist? *Initially, selected list. At rollout, default will be “Yes.”*

- Will you use “Permission to Register” “Auto Move” or a combination of both? *Permission to register.*

  **Question:** Can there be a link to Web Advisor Registration? The group discussed the pros and cons of Auto Move and determined that presently, permission to register is the best choice. Auto move may be considered in the future, possibly for a select group of courses.

- If you choose to use “Permission to Register”, how many days will you give students to register? *One day (24 hours)*

- Would you run WLAV every day of the week? How would this impact students who get the permission email on a Friday? *WLAV to run Sunday through Thursday.*

  Consideration: Registration is open 24/7 for students registering via WebAdvisor. New students, transfer students, those on academic probation, etc., are able to register during business hours only. This accounts for up to 30% of students each semester. *Michele Traver will investigate whether this registration policy is based on a current CPSC rule.*

- Are there courses or sections that you do NOT want to waitlist? *No.*

- Will you allow students to waitlist for multiple sections of the same course? *No.*

- How will you communicate with students when registering and/or giving permission to register? *Email.*

- How will you handle other waitlisted sections when registering? Deactivate? *N/A.*

- Are you going to use waitlist ratings? *“First In/First Out”*

- How often will you run the WLAV process? At least once per day? *Once daily at designated time (after auto drop)*

Other discussion/considerations/questions:

- Alana Ferguson asked via emailed question about a student focus group. It was determined that a student focus group may be beneficial after initial rollout when looking to fine tune the process.

- Is it possible for students to see where they are on the Wait List? Yes, that option can be selected.

- Should all courses use wait list: This decision should be made at the division level.

A sub-team was formed to begin testing and report back to the group. The team members are Paul Crane, Lisa Gronauer, Michele Traver and Emily Varney with Sherry Rosenberger serving as recorder.

Notes prepared by,

Sherry Rosenberger