Attendees: Cheryl Bassett, Janice Block, Troy Boquette, Avon Burns, Bernie Cunningham, Mike Cieslinski, Paul Crane, Kim Doane, Chris Engle, Philip Greenfield, Lisa Gonzalez-Gronauer, Bill Reich, Julie Steffey, Gail VanEtten, Emily Varney, Pat Ward

Guests: Phaedra Bartlett, Trisha Nelson, Dan Thomas

Retention Alert Project Status Update:
- There are still some issues with the manual trigger. It was thought they had been resolved, but recent testing shows there are still problems with “missing links” at the “case management” process side.
- Counselor training is scheduled for November 16.
- Troy Boquette announced that Phaedra Bartlett, Trisha Nelson and Dan Thomas will serve as Case Managers again during Winter Semester.
- Phaedra, Trisha and Dan visited UM-Flint, New Paths and Resource Genesee to increase their knowledge about resources available to our students. While none of these programs/institutions use the Datatel software, these visits provided valuable insights that will be helpful in working with students, especially those who are ex-offenders. These students have additional challenges in finding viable career paths open to them.
- As the program moves forward, specific groups can be “targeted” for retention alerts. The software provides means to sort students by many demographic groups.
- Phaedra, Dan and Trisha still need to meet with Developmental Math faculty in near future.

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>102 (in 29 sections of 12 courses)</td>
</tr>
</tbody>
</table>

Winter 2012 – 12 students have been moved to “enrolled” status, 0 have dropped, and 102 remain on Waitlist.

Options Available after Review of Current Pilot:
1. Expand Waitlist to all approved courses as planned, using pilot method of “auto register”
2. Run a new pilot using alternative method of “permission to register”
Chris Engle explained why the Wait List Project has been scaled back rather than expanded in November, and discussed recent information updates that will affect the decision to expand or run a new pilot:

- There has been an ongoing problem with students being passed over on the waitlist because they are enrolled in a class that would conflict with the course they are waitlisted for. Datatel will not move a student into a course when another course conflicts (meets at the same time or overlaps meeting times.) Students are not notified that they have been passed over on the waitlist due to the conflict.
- During the recent Datatel Consultant Visit, a small group from the Wait List project met with the consultant concerning a “fix” for the problem experienced in students not being notified of schedule conflicts, and therefore being passed over on the WaitList.
- 90-95% if schools use “permission to register” rather than “auto-move.” Those using auto-move are generally small schools that use a somewhat “manual” management process.
- Because so few schools use auto-move, Datatel does not offer needed support to make the process work effectively (e.g., auto emails to students who are passed on the list due to problems/conflicts).
- Work-arounds are too labor intensive to be practical.

After extensive discussion, it was recommended to run an identical pilot (using the same courses) beginning April 1, 2012, for Spring/Summer/Fall using the “Permission to Register” process. At the completion of the 2nd pilot there will be comparison data to examine for each process.

Note: Most schools using “Permission to Register” cut off the wait list about 2 weeks prior to the start of each semester.

Notes prepared by,

Sherry Rosenberger