Attendees: Cheryl Bassett, Troy Boquette, Mike Cieslinski, Paul Crane, Kim Doane, Chris Engle, Alana Ferguson, Philip Greenfield, Mark Leach, Steve Robinson, Michele Traver, Gail VanEtten, Nicole Woods

Absent: Lisa Gronauer, Michelle Montpas, Melissa Rueterbusch, Emily Varney,

**Meetings:** Will continue bi-weekly in the Winter term. RTC 2301 has already been reserved for another group so meetings will be held in RTC 1107.

**SharePoint Portal:** Mark showed the portal to the group. Beginning with minutes for this meeting, Sherry will provide a link to the portal when sending out meeting notes. The portal can only be accessed from on-campus unless you are running VPN off-campus (contact Mark if you want to do this).

**Sub-team Update:**

- The group continued testing for Permission to enroll and began testing AutoMove. A problem was encountered right away. Only one student was automoved, even when there were multiple seats available. P. Crane notified Datatel of the problem and asked for a solution.
- The sub-team has worked though about 90% of the Learning Guide set-up screens for Wait Listing in an initial pass.
- A significant concern is email tracking. Currently there is no viable option to prove emails were sent, should a student claim they were unfairly skipped in the Wait List permission to register process. There is currently a request for a CC feature to be added. We support this request and Paul encouraged everyone to become familiar with the Datatel website and support this request. The alternative might be to use Communications Management (will it work for Permission?).
- Paul is currently testing another reported bug: Datatel is/may be giving an additional day to register to students who have been given registration permission (instead of 1 day, students are given 2).

**Sub-team Testing/Next Steps:**

- **PERC Holds.** (discipline holds, prior term balances NOST, etc.) Question: what happens if a student is eligible when he signs up for the Wait List but later becomes ineligible? Would these students be “caught” or proceed through the process?
- **Pre-reqs, Co-reqs, Instructor Permission to Register.**
- **Lab/lecture/quiz courses** – how are these handled?
- **Restrictions/Authorizations.**
- **Multiple section Registrations &/or Waitlisting.** There are both “legal” and “illegal” multi-section registrations. How will this be dealt with? Chris will work with the sub-team on this.
- **Test DHST** – Email, COMM Mgt use?
- **Maximum Waitlist Capacity.** Should there be a maximum wait list? What number should that be?
- **Reports.** What reports should be available for use?

**Parking Lot and Wait List Design:**

- **Default.** Yes, with many exceptions, which will need to be determined both by groups and by division deans. This is a communication issue-must learn which sections have valid reasons to not use wait listing.
  Likely exceptions noted:
  - Nursing, Dental courses
  - Cosmetology courses
- Respiratory Therapy
- PT/OT
- Disciplines with known issues (seats held for special groups, etc.):
  - Early Childhood Courses (seats for WIA cohort students)
  - Foreign Language (UM-Flint students)
  - Apprenticeship (seats saved in multi-discipline courses)
  - Mott Middle College (seats saved in multi-discipline courses)
- Ratings. No, FIFO (priority registration will effectively be the rating system).
- Multiple Sections. No (see exceptions noted).
- WLAV Schedule. Dependent on which process is selected.
- WebAdvisor Email Addresses. This problem is smaller than initially anticipated. Of ~9000 registered for 2011/3, 129 students have WWW email addresses, 24 have no MCC email. It appears students fall into two primary categories: (1) students who enrolled prior to mandatory Mott email, became inactive and later returned; and (2) students whose email addresses have been manually manipulated by staff. A third category is possible: Foundation donors who are also students. Addresses of foundation donors are specifically not touched. Mark and Troy believe this problem can be corrected.
- Permission vs. Auto Move. The group agreed the recommendation will be for Auto Move.
- Nightly Process Schedule. FATR, Auto Drop, Email (update), WLAV, etc.
- Student Communication. Test options in Lab.
- Section Cancelation. Would likely be rare. Continue manual process in divisions.

Parking Lot/Wait List Related Issues:
- WebAdvisor Usage Rules. Less issue if using AutoMove.
- Financial Drop Process. There was a great deal of discussion concerning this issue. Cash pay students—will they get notified they’ve been auto-moved in time to secure payment before auto-drop. Students who have filled their schedule (to have enough credits for full-time status) could be dropped from class for having too many credits. It was agreed that no matter which option is chosen, there will be students who are not notified of permission to register or who are auto-dropped before securing payment. Every alternative has drawbacks as well as benefits. Chris will report back on this issue at a future meeting. We’d like Emily to help us better understand the financial aid implications.
- Section Demand Planning. Will report what is available. Committee reps can talk to their deans/departments about what they would like to have.
- Program Wait Lists. Programs have not requested and will not be pursued.
- Project Charter/Objectives. We reviewed the objectives to make sure we are tracking against our original goals, namely to be student friendly and fair. We discussed a student focus group again and Steve volunteered to help us conduct one early next year which will also be a model for other AQIP teams.

Deployment
- Pilot implementation is April Registration. Courses for pilot must be identified.
- Expansion will be added, based on results.
- Full implementation: November Registration.

Notes prepared by,

Sherry Rosenberger