Attendees: Cheryl Bassett, Paul Crane, Kim Doane, Chris Engle, Philip Greenfield, Lisa Gronauer, Mark Leach, Emily Varney, Gail VanEtten, Mike Cieslinski, Michele Traver

Absent: Troy Boquette, Alana Ferguson, Nicole Woods, Michelle Montpas, Melissa Rueterbusch, Alana Ferguson, Nicole Woods,

Team Meeting Schedule
- Sherry—confirm which room for Jan 13 – Feb 24 meetings ; RTC 1107 or RTC ?
- Likely to need meetings beyond the June schedule

SharePoint Portal
- Items sent to Sherry might not have been posted (Sherry is out sick today)

Test Team Report
- L. Gronauer: Went through setup and got through everything
- P. Crane: The 2-day bug is really a 2-day bug. WLAV does not consider time. If you say 1 day for permission to move, it really gives you 2 days.
- M. Leach: There is a workaround. If we do switch back to permission to move, it will require a workaround.
- Discussion on Auto Move vs. Permission to Register
  - P. Greenfield: Still likes the AutoMove option
  - C. Engle: Makes the student responsible; more convenient to require payment than to require students to come in and get into the class
- P. Crane: Another bug—one student allowed to enroll at a time; there is a workaround
- Discussion on Late Start/Second 8 Weeks
  - L. Gronauer: Also tested late-start classes; would they be waitlisted?
  - M. Leach: Why not just close wait listing at date of record?
  - C. Engle: Might as well turn off wait listing after the first day of class to avoid the registration rules about adding late start/second 8 week classes that have already started
- Issue of multi-section registration (MUSIC, PEAC); are there others?
- Examined the “Lab Test Plan” in Mark’s PowerPoint? Any other issues?
- Talked about WWW; do we know who owns ACWP? Out of 9,000 students, 129 have WWW addresses in Datatel; those 129 get a personal; then it jumps over to MCC e-mails; 45 students with no MCC address; some are timing issues; some e-mail addresses came over from Benefactor (they were Foundation donors); test case of Foundation donors with WWW
- It’s very time consuming; perhaps test team meets every other time the full team meets; generate questions; don’t feel obligated to report on all activities, but just the activities that lead to design issues.
- P. Crane: we are testing two

Potential for Student Focus Groups
January 15, decide what to take to students
Decide on AutoMove / Permission
Perhaps not do a focus group right away; do a survey to students who have actually used wait list after it has been implemented

Hold FA Discussion until next time

Pilot Implementation if April 1 Registration
- C. Bassett: Deans need to know so they can talk to faculty; perhaps deans meeting or ABC meeting; attempt to get us on a Dean’s meeting calendar before March.
- M. C: MDUG meeting
- Did we come to consensus on how many sections to wait list? We had talked about some courses from every division. G. VanEtten suggested that the following courses fill in the first few days of registration:
  - NAPP 123
  - PHOTO 180
  - MEDTERM 102
  - COMPUTERS 153
  - BIOL 151
  - HIST 154/155
  - ENGL 101
- Potential to start with ENGL 101;
- Run a report to see what classes are the most full during the second week of a past registration period

Communication Campaign & Training
- Need to discuss training/rollout plans, means of communication, etc.
- Brainstorming slide from M. Leach’s PowerPoint: What are the most important?
  - Communication to leadership, faculty, division
  - Counselors and Advisors need the training [registration groups]
- Go to divisions to find out what to do
- Perhaps a Camtasia/YouTube link explaining wait list to staff? Maybe even students?
- Perhaps a CTL session on Wait List in 2011
- Should there be a communication/training sub-team? Potential members:
  - Troy Boquette
  - Mike Cieslinski
  - Gail VanEtten
  - Someone from IT?

When does Testing need to be complete?
- Need to be testing by the end of January 2011

Notes prepared by,

Steve Robinson