Members Present  Deanna Abma, Frederick Chavaria, Beth Freedman, MaryLou Leyba, Monika Liu, Susana Mayorga, Madeline Mueller, Lauren Muller, Susmita Sengupta, Frederick Teti, Alice Murillo

Members Absent  Lancelot Kao, Renato Larin

Guest Present  Darlene Alioto, Tom Boegel, Carl Jew

Approval of Records: The October 18, 2010 minutes were approved.

Adoption of agenda
The agenda was adopted.

Discussion and Action items

I. Waiting lists
Darlene Alioto presented the proposed new waiting list protocol under new Banner 8. The new process is that when a space becomes available, the first student on the waiting list will receive an e-mail alert and must act on that alert within a specified period of time. The Registration/Enrollment Committee asked the Academic Policies Committee to approve the following and retroactive for the effective term of Spring 2011:

a) A student must take action with 48 hours of receiving the e-mail alert.
b) The pre-requisite check will be done when the student applies for the wait list.
c) A student can only put his/her name on one waiting list for the same class.
d) Time conflicts are deemed okay if for a different courses.
e) Students will be allowed to see their place on the waiting list.
A.P. approved the above.

II. Registration Priority for the Guardian Scholars Program
Darlene Alioto noted that the Guardian Scholars are an extremely high risk group. There are 200 students in this program and about 50-60 already get priority registration through EOPS and DSPS. With the cutbacks in funding for EOPS and DSPS and a similar reduction in students who were getting priority registration, A.P. approved granting the Guardian Scholars priority registration at the same level as the Athletes.

III. Chancellor’s pilot program on registration priority for SFUSD graduates
Chancellor Griffin piloted priority registration for SFUSD graduates for Fall 2010. 390 matriculated students were invited to register early. Registration/Enrollment Committee approved the continuation of the pilot project for Fall 2011. Two concerns came up: a) Are the pilot students competing with the continuing students for the same courses? Dean Leyba will conduct a survey. b) The 390 pilot students received registration priority again for Spring 2011. Alice Murillo clarified that 65 sections were added in the Spring 2011 that should accommodate this pilot project. The 390 pilot students should receive continuing student registration priority for Fall 2011. For any future request for registration priority, A.P. recommended the corresponding sections must be added to accommodate the cohort without displacing any other groups.

IV. Priority Registration for International Students
Priority registration is being requested for international students. Currently we have 1100 continuing and 300 new credit international students. It was pointed out that international students are not allowed to enter the country 30 days prior to the start of the program at which time they go through testing, orientation, counseling and then register for classes. Testing must take place here in person and SAT scores can’t place them in any English or ESL level. Thus, international students cannot take advantage of
registration priority. Instead, A.P. recommends continuing reserve seating by working with various departments and directing students to open classes.

V. Improving access to classes: un-implemented recommendation from 1994-95
Dean Leyba will bring this to the CTO for possible implementation.