**Members Present:** Deanna Abma, Maria Crispi, Madeline Mueller, Dennis Mullen, Lauren Muller, Frederick Teti, Ellen Wall, Monika Liu, Susmita Sengupta

**Members Absent:** Renato Larin, Elizabeth Weinberg, Frederick Chavaria, Beth Freedman, MaryLou Leyba, Susanna Mayorga

**Guests:** Tom Boegel, Beth Cataldo, Leilah McCarthy, Alexandra Nickliss, Darlene Alioto, Ingrid Gonzales, Candelaria Xochi

**Housekeeping**

We adopted the agenda of this meeting. We approved the minutes from 2011 October 17.

**Discussion and Action Items**

**New Business**

1. **Priority Registration.** The Committee heard presentations by representatives from the Puente Project and the Gateway to College program, both requesting second-day registration priority for their students, as recommended by the registration and Enrollment Subcommittee. There were certain points that came up for consideration

   - The high school students are also in the priority registration mode,
   - the impact on the returning students and there has is already a cut in classes that are offered in Spring 2012.
   - What was the transfer rate of these students?
   - The Gateway to College grant has requirement for priority registration

   ```plaintext
   2011-11-21-01 That A.P. recommend that the Senate approve second-day registration priority for Puente and Gateway students, pending clarification on the impact.
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   The Committee noted that grant-writers whose grants specify priority registration should seek the approval of the Registration and Enrollment committee before the condition is written into the grants.

2. **CTE Advisory Subcommittee Report:** Subcommittee chair Beth Cataldo gave a presentation on the College’s workforce development mission, Gainful Employment Data, CTE degrees and Certificates, Internships, and Work Experiences. The CTE program caters to programs that create ‘middle Skills Jobs’ those that require more than high school diploma but less than bachelors degree. The credits earned in these programs are transferable to the UC system and jobs.
3. Grading Policies Subcommittee Items

(a) Ellen Wall reported that Financial Aid Dean Roland Montemayor has decided not to pursue instituting FW grades. Instead, he hopes to urge faculty actively to withdraw non-participating students. (b) The Subcommittee officially recommends that this sentence be removed from the Curriculum Handbook: “Class attendance may not be used as an evaluation criterion in credit classes.”

The discussion to this item was

i) the respective departments need to discuss attendance on their course outlines.

ii) ‘Attendance requirement’ may be different in different courses: there may be online courses, tele courses and student internships.

iii) It is important to discuss where attendance can be used as an evaluation criterion.

2011-11-14-02 That A.P. recommend that the Curriculum Handbook be amended by deleting the sentence, “Class attendance may not be used as an evaluation criterion in credit classes.”

Dean Boegel will consult the Curriculum Committee for alternate language tying graded attendance to an identified course outcome.

4. Tom Boegel had two recommendations regarding excessive withdrawals.

i) We should update our excessive Withdrawals Policy by changing the word ‘four’ to ‘three’ and have it refer to the petition for Course Repetition form.

ii) We should effectuate changes in our registration system to this new effective from Spring 2012.

2011-11-14-03 That A.P. approve reducing the number of permitted withdrawals from four to three.