The meeting of the Registration/Enrollment Committee was called to order by Chair Darlene Alioto at 1:10 p.m. on Friday, April 6, 2012 in L 553.

1) **Spring 2012 Registration**: Spring registration went well – with very few problems.

2) **Spring 2012 Add/Drop**: Some problems with the add/drop period (especially related to changing sections) were directly related to Banner 8. The IT team in Admissions and Records has worked hard to resolve the problem. There were also a few problems related to the Monday-only classes since, due to several Monday holidays at the start of the semester, the last day to drop was the second meeting of the class! And the 16 week compressed schedule in Foreign Languages confuses students since they do not realize that the drop date is a little earlier since the shorter schedule places the courses under daily census. A remaining problem has to do with “schedule type” and Dean Leyba will be visiting College of San Mateo to see how they deal with the issue.

3) **Anticipated Changes for Summer 2012 and Fall 2012**: Marylou Leyba and Patricia Grant informed the committee that in Summer and Fall we will have Banner enforcement of excessive Withdrawals. Since the State has indicated that once a student has Withdrawn from a class 3 times, she/he cannot register for the 4th time without a petition that gives permission. So Banner will block the 4th attempt at registration. Other changes include a) the increase in tuition from $36/unit to $46/unit and b) a challenging registration process with Summer and Fall so close together in our revised calendar.

4) **Priority Registration for Honor Section students**: Sami Kudsi, Coordinator of the Honors Program, approached the committee about the possibility of priority registration for the 1000 honor students who enroll in an Honors Section (a class where the entire class takes the course as an honors course --as opposed to honors by contract or just regular classes with an honors option). Since giving such priority would give priority to these students for ALL their classes (not just the Honors section), it was decided that Mr. Kudsi would work with Dean Leyba and the Chairs of the 5 departments that have Honors Sections to experiment with saving 5 seats in each Honors Section class for these students.

5) **Update on Equity Workgroup on Registration**: Dean Leyba and Dean Monica Liu gave an update on priority registration for high school students. Of the students who attended Frisco Day, 58% got into their English and Math classes and only 6% of the non-Frisco day students got into their English and Math classes – which made Frisco Day very successful.

6) **Registration Calendars**: Registration calendars for Summer and Fall 2012 were distributed.
7) **Instructional Calendars:** Instructional calendars for Summer and Fall 2012 were distributed.

8) **FTES Comparison:** Dean Leyba distributed the FTES comparison spreadsheet. The spreadsheet was incomplete since some numbers were over-reported and have to be recalculated.

9) **Voter Registration Update:** No Report.

10) **Other:** Dean Leyba reported that since the accreditation team that reviews the ESL Institute has made health insurance mandatory for the Institute, our Board of Trustees voted to make it mandatory for ALL international students as well. This will be an additional cost for these students.

The meeting was adjourned at 2:40 p.m.

**MEMBERS PRESENT:** Darlene Alioto, Patricia Gant, Kimberly Ginther-Webster, Lidia Jenkins, Marylou Leyba, Amy Lin, Marie Osborne, David Pieper, Dennis Piontkowski, John Tarpey

**MEMBERS ABSENT:** Tim Killikelly, Cindy Lipsey, Laurie Scolari.

**GUESTS:** Monica Liu, Sami Kudsi, Suk Wah Wong (student)