Informal Meeting Notes
CCSF Participatory Governance Council
Enrollment Management Committee
Monday, February 10, 2014 2:30-4:00 PM
Ocean Avenue Campus, MUB 140


Agenda and topics

1. Review of Summer 2014 and Academic Year 2014-5 Calendars
   a. Summer classes begin Jun 16, 2014 to capture summer students home from CSUs and UCs
   b. Fall classes begin Monday Aug 18; Spring begins Monday, Jan 12 so all regular start classes begin consistently.
   c. The calendar is organized to have the same number of class days per week.
   d. There are only two Flex days prior to the start of each semester but no in-semester Flex days planned.
   e. The goal is to have the AY 15-16 calendars completed Dec 1, 2014.

2. Review of schedule development timeline
   a. Registration starts for Summer Apr 8, Fall Apr 16, and Spring Nov 12.
   b. Frisco Day is scheduled for April 18

3. Listings in printed schedules: Today we provide several sections of the schedule, with some classes listed multiple times. This provides full information, but makes it more complex, more expensive to print and more expensive to mail.
   a. Department/subject – Plan to keep as is
   b. Cross-listed courses – Keep some, but not all
   c. Location/center – Perhaps not needed? Discuss with Centers.
   d. Short-term start – Just include as flag in course listing?
   e. Weekend start – Just include as flag in course listing?
   f. Evening classes – Just include as flag in course listing?
4. Review of printed schedule distribution
   a. A list was provided of the printed time schedule distribution – number of boxes
      sent to various locations. Suggestions and additions will be solicited and
      coordinated by the Office of Instruction.
   b. Discussion of the process to mail to SF households and whether it made sense to
      eliminate or include specific ZIP codes based on historical enrollment trends.
   c. Discussion of ideas for cover art, posters, postcards

5. Other business
   a. Drop for non-payment
      i. Spring 2014 drop for non-payment only ran once, on Dec 20. Confusing
         for students who don’t know if they should take warnings seriously.
         Further, Web4 was down Dec 21 which made it difficult for them to re-
         register. Process was buggy – some students dropped although having
         paid.
      ii. Summer 2014 will not drop but Fall 2014 will. Logistics and dates are
         being discussed. Students will have registration blocked if they have an
         open balance (from this semester).
      iii. Students are learning that the college will not drop for non-payment after
         the semester starts, which might encourage them to wait until the first day
         of classes to add.
   b. Waitlists
      i. Various bugs and complications
   c. Looking up schedule on Web4
      i. Classes sometimes showed open, sometimes did not, depending on search
         function used.

6. Next meetings: 2:30-4:30 in MUB 140 on the following dates:
   a. Thursday, March 6
   b. Thursday, April 10
   c. Thursday, May 1