



FULL-YEAR REGISTRATION MEETING

MINUTES

Tuesday, July 30, 2019, 1:00 - 2:30 PM
Heritage of the Americas Museum Conference Room

Dean English, Soc., Behavioral Sci.-GC	Agustin Albarran	<input type="checkbox"/>	Dean Inst. Arts, Humanities, & Social Science-CC	Alicia Munoz	<input checked="" type="checkbox"/>
Admissions and Records Supervisor-GC	Wayne Branker	<input type="checkbox"/>	VP Instruction-CC	Pat Setzer	<input checked="" type="checkbox"/>
Director Enterprise Systems/IT-DS	Michael Carr	<input checked="" type="checkbox"/>	Instructional Operations Supervisor-GC	Reyna Torriente for	<input checked="" type="checkbox"/>
				Marsha Raybourn	
Dean, Counseling Services-GC	Martha Clavelle	<input checked="" type="checkbox"/>	Interim VP Academic Affairs-GC	Mike Reese	<input type="checkbox"/>
Academic Senate President-CC	Kim Dudzik	<input checked="" type="checkbox"/>	VP Student Services-CC	Jessica Robinson	<input checked="" type="checkbox"/>
VP Student Services-GC	Marsha Gable	<input checked="" type="checkbox"/>	Academic Senate President-GC	Denise Schulmeyer	<input type="checkbox"/>
VC Student & Institutional Success-DS	Sean Hancock	<input checked="" type="checkbox"/>	Dean Admissions & Records and Financial Aid-GC	Aaron Starck	<input checked="" type="checkbox"/>
Dean, Counseling-CC	Nicole Jones	<input checked="" type="checkbox"/>	AVC Research, Planning & Technology-DS	Chris Tarman	<input checked="" type="checkbox"/>
Instructional Operations Supervisor-CC	Julie Kahler	<input checked="" type="checkbox"/>	Director of Admissions and Records-CC	Gregory Vega	<input checked="" type="checkbox"/>
Executive Assistant-DS	Myra Lomahan	<input checked="" type="checkbox"/>	Int. Dean Math, Natural Sci., ES, & Wellness-GC	Cary Willard	<input checked="" type="checkbox"/>
			Associate Dean Student Services-GC	Courtney Williams	<input checked="" type="checkbox"/>

Discussion Items	Action and Follow-Up
A. Welcome	Sean Hancock welcomed the group and shared appreciation of attendance to discuss how we are going to implement full-year registration. He reviewed the California College Promise Innovation Grant Program Frequently Asked Questions referencing the requirement to implement full-year registration. While we did not pursue full-year registration during the grant, the group agreed that we should implement full-year registration for all students that complete an Ed plan and register full-time.
B. Review West Hills CCD Reg365 <ul style="list-style-type: none"> • Implementation Guide • Registration Timeline 2019-20 • Schedule Development Timeline 2019-20 	Sean and Pat reviewed the West Hills Community College District (WHCCD) Reg365 Implementation Guide as well as shared a short video . WHCCD also provided their Schedule Development and Registration Timeline as a resource. They are a smaller district and has had Reg365 for four years. <p>Below are some items noted regarding WHCCD implementation:</p> <ul style="list-style-type: none"> • Increase in degree and transfer seeking students with educational plans • Currently using Colleague system for full-year registration • Moving from WebAdvisor to Self-Service • Starting to use the student planning software in Colleague • No big strain on IT • Students enroll in 30 or more units during the student's first year • Innovation for curriculum took longer to reach the classroom • Courses were cancelled and added on a rolling basis • Students with financial aid were more likely to register for a full year (especially those under the California Promise Grant (aka BOGW)) <p>Action: Sean and Myra will compile information of those colleges that received the promise innovation grant and their progress towards full year registration implementation.</p>
C. Review GCCCD Implementation Tentative Schedule <ul style="list-style-type: none"> • Fall 2019 – Workgroups review West Hills Implementation Guide and prepare timelines • 2/1/20 - Counseling faculty build their schedules one year in advance 	Sean and Pat reviewed the tentative implementation schedule. The following items were discussed for consideration: <ul style="list-style-type: none"> • New students go through matriculation, and have to see a counselor in order to develop an Ed plan • How does this work for waitlists? <ul style="list-style-type: none"> - We can possibly add another section and hope this helps with greater course efficiency • What courses are impacted • If the student is in bad shape the first semester – what are the ramifications? • Think about the students that attend both colleges

<ul style="list-style-type: none"> • 10/1/20 – Start building the summer 2021 schedule • 11/1/20 – Start building the fall 2021 schedule • 12/1/20 – Start building the spring 2022 schedule • 2/15/21 – 2021-22 Schedule for Summer-Fall-Spring goes live (Counseling begins six-week preparation for Priority registration) • 4/1/21 – Priority Registration begins for 2021-22 (one month) • 5/1/21 – Open Registration begins for 2021-22 	<ul style="list-style-type: none"> • Application cycle with the yearlong registration cycle – current application process is by semester • Learn from WHCCD mistakes (page 7 of the implementation guide) <ul style="list-style-type: none"> - Clarify who is eligible for multi-term registration - Publish and explain new payment schedule proactively (billing) • How to restrict and do coding for those who shouldn't do a full-year registration • Implications of when a student wants to register before their time of application and apply for fall, yet decide they want to start in spring and have to reapply • Are there institutions that include other programs (i.e. EOPS, UMOJA, SIP, Restorative Justice, DSPS, etc.) and how does it work • Some students don't meet our onboarding timeline, it depends on the high schools • Review our current practice and look at registration priority • Review our Academic Career Pathways and develop program maps • It's not the course schedule that would change much, it's the registration schedule • Instructional Operations Dept. requires at least 21 days and a couple of weeks of review by Deans/Chairs • If a course was cancelled in fall and it was a prerequisite, then you would have to cancel the full-year registration for the student • Consider reviewing processes of billing, drops, petitions, dual enrollment, etc. – what are the implications • Department Chairs need to review restrictions on adding a class, if applicable and the operational rules <p>The following were discussed reflecting the dates on the tentative schedule:</p> <ul style="list-style-type: none"> • Start building the schedule in October 2020, can we get it ready by February 15, 2021? • If we publish on February 15, 2021 and counseling begins 6-week preparation, what is the process that would work for us? Possibly more volume though in less stages. • Academic calendar for 2021-22 needs to be approved before we can schedule (therefore we need more time than 4 months) • Possibly start September 2020 to build a schedule and publish in March 2021 (while we are recruiting first time students) • Counselors/outreach don't have a schedule to take out to the community <ul style="list-style-type: none"> - We've been pushing fall applications sooner (aligning with financial aid) however some high schools like to start mid to late January through February with the exception of Helix who starts before winter break
<p>D. Next Steps</p>	<p>The group decided on two workgroups with possible sub-workgroups:</p> <ol style="list-style-type: none"> 1. Scheduling Development – Pat Setzer <ul style="list-style-type: none"> - Members: Julie Kahler, Cary Willard, Marsha Raybourn, Reyna Torriente - Resource members: Sean Hancock, Chris Tarman, Michael Carr - Additional members will be added 2. Business Processes (Admissions & Records, Financial Aid, Counseling, etc.) - Aaron Starck <ul style="list-style-type: none"> - Members: Courtney Williams, Nicole Jones - Resource members: Sean Hancock, Chris Tarman, Michael Carr - Additional members will be added <p>Additional items were discussed:</p> <ul style="list-style-type: none"> • How much of IT involvement/task will it be to build a whole year schedule? • Communication to stakeholders • What criteria should we apply to incentivize for students to register for the full year? • Academics will put the schedules together working closely with chairs and faculty • Students prefer to choose their schedule and ask for a specific instructor • Review collective bargaining agreement implications <ul style="list-style-type: none"> - If we offer sections a whole year in advance and assign part time faculty, and we need to cancel, what obligations do we have? • Consider metrics, pulling data from education plan to help with course efficiency (software currently not available) <ul style="list-style-type: none"> - A few counselors are piloting the Ed plan tool in Colleague

	<ul style="list-style-type: none"> - By end of spring 2020, would we be able to search the ed plans to help determine what sections to offer - Find blind spot courses - Build capacity • Consider plans for students to complete comprehensive ed plans (CEPs) <ul style="list-style-type: none"> - College of the Desert have 90% completed CEPs due to regular open labs • Consider staffing implications, if any • Consider equipment and computer labs, if applicable • We need to advance our technology for business processes to increase accuracy and efficiency • Transcripts are only evaluated when students come in for counseling <ul style="list-style-type: none"> - Review front end transcript evaluation from Southwestern College • Student-friendly scheduling <ul style="list-style-type: none"> - Consider the students that take classes at both institutions - How/when both colleges offer courses/sections whether the course should be offered same term, days, times, etc. - Counselors need to consider both colleges when creating student ed plans - Can students work full-time during the day and complete a certificate, degree, fulfill transfer courses in just the evening classes? Or work full-time on Tuesday and Thursday and just take courses on Monday and Wednesday and yet still complete? <p style="color: red;">Action: Pat and Aaron will compile their workgroup members list, schedule a meeting to discuss implementation of GCCCD's Reg365 in preparation for discussion at the next meeting.</p>
E. Next Meeting	Thursday, October 17, 1:00-2:30 PM Grossmont College, Griffin Gate