



FULL-YEAR REGISTRATION MEETING

NOTES

Friday, January 10, 2020, 9:00-11:00 AM
Cuyamaca College, Student Center I-208

Dean English, Soc., Behavioral Sci.-GC	Agustin Albarran	<input type="checkbox"/>	Admin Asst. Instructional Operations-CC	Taylor Owen	<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"/>	Master Class Scheduler-GC	Reyna Torriente	<input checked="" type="checkbox"/>
Dean, Counseling Services-GC	Martha Clavelle	<input type="checkbox"/>	Instructional Operations Supervisor-GC	Marsha Raybourn	<input checked="" type="checkbox"/>
Art History Professor/Study Abroad/Chair	Marion de Koning	<input type="checkbox"/>	Interim VP Academic Affairs-GC	Mike Reese	<input checked="" type="checkbox"/>
Academic Senate President-CC	Kim Dudzik	<input checked="" type="checkbox"/>	VP Student Services-CC	Jessica Robinson	<input checked="" type="checkbox"/>
Master Class Scheduler-CC	Michael Erickson	<input type="checkbox"/>	Academic Senate President-GC	Denise Schulmeyer	<input checked="" type="checkbox"/>
VC Student & Institutional Success-DS	Sean Hancock	<input checked="" type="checkbox"/>	Interim VP Student Services-GC	Aaron Starck	<input checked="" type="checkbox"/>
Master Class Scheduler-GC	Kelly Jackson	<input checked="" type="checkbox"/>	AVC Research, Planning & Technology-DS	Chris Tarman	<input checked="" type="checkbox"/>
Dean, Counseling-CC	Nicole Jones	<input checked="" type="checkbox"/>	Theatre Arts Instructor	Brian Rickel	<input 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, Recorder	Myra Lomahan	<input checked="" type="checkbox"/>	Int. Dean Math, Natural Sci., ES, & Wellness-GC	Cary Willard	<input checked="" type="checkbox"/>
Dean Inst. Arts, Humanities, & Social Science-CC	Alicia Munoz	<input type="checkbox"/>	Associate Dean Student Services-GC	Courtney Williams	<input type="checkbox"/>

Discussion Items	Action and Follow-Up
A. Welcome	<p>Sean welcomed the group to a new year and introductions were made.</p> <p>Sean mentioned that he spoke to Chancellor Neault briefly about full-year registration. Chancellor suggested we look at data on registration patterns before moving forward (course enrollment/drops), she is primarily concerned about the impact of full-year registration on enrollment. One of her priorities for the district is enrollment management.</p> <p>The following items were also discussed:</p> <ul style="list-style-type: none"> • Chancellor attended a Dean's Meeting and recommended that we just start with a full-year schedule vs. registration for the full-year. • Perhaps start with a pilot group so we can determine the impacts <ul style="list-style-type: none"> ○ Promise students ○ Focus on a cohort, such as the Cuyamaca Pathway Academy and/or Grossmont First Year Experience • Our system is not able to handle a full-year registration, we still would have to change/update our whole system for a pilot. • We are still looking at student planning software <ul style="list-style-type: none"> ○ The software will allow us to determine the student course/section needs/demands ○ Counselors will be able to help students plan out their full-year schedule (even if they only register for a semester but can see the anticipated schedule for the following semester) ○ This might eliminate those students who tend to crash a course • We have to consider the classes that have low enrollment – do we cancel or not <ul style="list-style-type: none"> ○ We may not be servicing our students, offering them the full “student experience” (interaction), if we have too few students in a class ○ We also need to consider dual enrollment courses, we don't want cancel because we are in the process of growing and just need to communicate with our high school partners ○ Some classes should not be cancelled if they are a requirement for someone to graduate; for example, some music courses at Cuyamaca have typically low enrollment ○ New programs that we are trying to build should not be cancelled • We also need to consider what we would do with high enrollment courses where it may be difficult to find instructors <ul style="list-style-type: none"> ○ Part-time faculty don't commit unless they are guaranteed a class ○ Consider a full-year contract with part-time faculty that will allow flexibility

	<p>The group was asked what they recommend we should do moving forward, we want to make sure that what we decide is best for the students and benefit faculty:</p> <ul style="list-style-type: none"> • It was recommended that we need to slow down from the operations/business process perspective and focus on current department issues and IT systems • It was mentioned that we should focus on our student planning software to have more students develop a comprehensive ed plan that will guide our schedule based on student needs <ul style="list-style-type: none"> ○ It was suggested that if we have a student with an ed plan showing a sequence of courses, we should guarantee the class (therefore faculty would also have a guarantee) ○ Action: Michael Carr to schedule meeting for student ed planning software • Research offices (districtwide) should survey students on their preferred class time, days, and other important data that will inform scheduling/registration <ul style="list-style-type: none"> ○ Action: Pat/Mike will discuss with campus researchers then connect with District Services RPIE • At Cuyamaca, they are building the full-year schedule as an exercise, but not publishing the schedule; with intentions of publishing the full year in fall 2021 <ul style="list-style-type: none"> ○ A disclosure should be added, if we anticipate canceling classes • It was decided to proceed with building schedules for a full-year, campuses will still work on processes to eventually support full-year registration in a few years <ul style="list-style-type: none"> • Action: Sean will do more research and provide data as suggested by the Chancellor • Action: Focus on enrollment management and retention
B. Scheduling Development Workgroup – Pat Setzer	Not discussed
C. Business Processes Workgroup – Aaron Starck	Not discussed
D. Communication Workgroup - Sean Hancock	Not discussed
E. Review of Action Items	<ul style="list-style-type: none"> • Action: Michael Carr to schedule meeting for student ed planning • Action: Pat/Mike will discuss with campus researchers then connect with District Services RPIE • Action: Sean will do more research and provide data as suggested by the Chancellor • Action: Focus on enrollment management, retention
F. Next Meeting	Next meeting will be conducted after spring break.