



FULL-YEAR REGISTRATION MEETING

NOTES

Thursday, October 17, 2019, 1:00 - 2:30 PM

Grossmont College, Griffin Gate

Or Phone Dial +1 669 900 6833, Meeting ID: 269 709 2590, ID: 19

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

Discussion Items	Action and Follow-Up
A. Welcome	Sean welcomed attendees and introductions were made.
B. Resources - West Hills CCD - Sierra College	<p>Sean spoke to Beth Irvin, Director of Enrollment Services for Sierra College, recipient of the Promise Innovation Grant. Sean highlighted the following from the conversation:</p> <ul style="list-style-type: none"> • Sierra began discussion about 1.5 year ago, however paused due to Guided Pathways, AB705, and other priority initiatives • Priority registration is a challenge (intake, losing eligibility between semesters, special populations, etc.) – how does it all work • Loss of status for Financial Aid (probation, drop for non-payment, systems programming changes, eligibility courses, etc.) • Looking to implement 2021-22 <p>Pat mentioned that the accreditation visiting team included the President and VP of Instruction from West Hills Lemoore (district who implemented Reg365 five years ago and shared their implementation guide). Pat will schedule a zoom call to discuss their implementation issues.</p>
C. Scheduling Development Workgroup – Pat Setzer - Report - Next Steps Workgroup attendees: Guillermo Colls Michael Carr Judd Curran Kelly Jackson Julie Kahler Pam Kersey Rachelle Panganiban Marsha Raybourn Denise Schulmeyer Reyna Torriente Rob Wojtkowski	<p>Pat shared a presentation and draft of a master timeline from the workgroup:</p> <p>Opportunities</p> <ul style="list-style-type: none"> • Enrollment management • Promotes full time attendance vs part time attendance • Supports Guided Pathways and folds into other work we are already doing • We publish a class and commit to running it • Morale booster for students; student impact of ed plan and completion • Guarantee assignments/schedules – helps with course scheduling/faculty schedules/ early room scheduling • Innovative and forward thinking • Enough positive return to do it • Ultimately increase transfers • Builds trust/reputation with students and community

	<p>Challenges</p> <ul style="list-style-type: none"> • Priority registration (specifically for special groups: i.e. Veterans, DSPS, etc.) • Scheduling downtime for IT maintenance • Implement drops for prerequisites, identify immediately <p>Recommendations and Timeline</p> <ul style="list-style-type: none"> • Implement for 2021-22 academic year • Start year with fall, spring, then summer • Convene the Academic Calendar Committee early spring 2020 – calendar must be approved by Governing Board in June 2020 <ul style="list-style-type: none"> - build fall 2020 and spring 2021 schedules concurrently • Deans will review schedules in July before we show faculty in August during flex week <p>Other Notes</p> <ul style="list-style-type: none"> • Our catalogs start in fall • Program changes happen during the academic year • Plan for extra resources in the transition year • Need instructional ops to stay on timeline to build schedule for implementation in 2021 • How does it impact counselors and student registration • Not cancelling classes may reduce the waitlist <p>Next Steps</p> <ul style="list-style-type: none"> • Invite students to join workgroups • Share recommendations with faculty leadership (Pat shared at Cuyamaca ILAT meeting) • Schedule another workgroup meeting – detailed information on how to develop the schedules
<p>D. Business Processes Workgroup – Aaron Starck</p> <ul style="list-style-type: none"> - Report - Next Steps <p>Workgroup attendees: Barbara Gallego Billie Lavan Caroline Althaus Daniel Hernandez Eric Lane Greg Vega James Canady Jessica McKean Julie Kahler Laura Murphey Lisa DiBella Lisa Lundgren Marsha Raybourn Martha Clavelle Nicole Jones Olivia Krausie Paulina Downing Raad Jerjis Ray Reyes Reyna Torriente Shirley Hughes Vanessa Saenz Wayne Branker</p>	<p>Aaron mentioned that he had one meeting internally with Grossmont and then another districtwide. They reviewed our business processes and systems at the same time. The workgroup had questions: 1. How does the system work and what do we need to address for year-round scheduling, and 2. Why are we doing the processes the way are doing them? He also touched based with Pat to clarify if we're doing multiple semester full-year registration or rolling registration? We verified that we were going to do full-year registration just once a year (fall, spring, summer).</p> <p>The workgroup brainstormed 50+ business processes that will be impacted and many factors affect one another. We asked "why we are doing this business process" and "do we need this or not?" Some processes mentioned that can affect full-year registration are:</p> <ul style="list-style-type: none"> • Holds – student owes money, you/we can't do anything until you pay (transcripts, registration, etc.) • Drop for nonpayment – payment processes; if you sign up for 3 semesters, how do we collect payments • Priority registration for spring • Pre-requisite drops • Waitlist – many students waitlist however we really want those students to really need the course, as sometimes students are "shopping" <p>All business processes affect admissions & records, cashiers, financial aid, etc. There were many things we didn't think about before, for example, if a student is already enrolled in 18 units, should they be on a waitlist?</p> <p>Other items to consider:</p> <ul style="list-style-type: none"> • Billing triggers • Tracking and reporting cycles • MIS reporting • How will a transcript look like with full-year registration • Residency policies • Dual enrollment • Intersession • Disqualification • Petitions • Expand Counseling resources

	<ul style="list-style-type: none"> - impact on counseling schedules for high volume time periods • Student planning system • Degree audit • Impact on Information Technology – Pat suggested that Michael connect with West Hills IT Department, they are also on Colleague <p>Next steps:</p> <ul style="list-style-type: none"> • Organize the compiled list of business processes/systems and assign them to subgroups to review them more deeply • Currently working with our vendor, Ellucian, on Colleague to better optimize our systems • Review residency • Evaluate manual processes • Impact of outreach/counseling (we want HS to start in fall and not spring)
E. Communication Workgroup – Pat Setzer	<p>Pat stated that on West Hills Implementation Guide and conversation with VP, communication was a challenge. Pat recommended to create a Communication Workgroup that includes the college and district PIOs. The following were discussed:</p> <ul style="list-style-type: none"> • Communicating the change to their students, so they would know the opportunity to sign up for a full year and its advantages to do so • Messaging and advertising • Guaranteed schedule will be attractive to students • Develop a whole outreach campaign • Internal/external messaging • Message consistent with processes • What are we allowed to do outside of our district (i.e. we have students outside of our service area) • Include student services, counseling, and outreach <p>Sean will connect with the PIOs and determine who should be part of the communication workgroup.</p>
F. Review of Action Items	<ul style="list-style-type: none"> • Pat to schedule a zoom call with West Hills College Lemoore to discuss implementation issues • Sean will provide Sierra College contact information to Aaron • Workgroups will meet prior to next scheduled meeting • Pat and Michael will connect with West Hills CCD Information Technology Department • Sean will schedule a meeting with the PIOs to discuss the development of a Communication Workgroup • Sean will verify full support from Extended and Chancellor's Cabinet to move forward with full-year registration implementation
G. Next Meeting	<p>Thursday, January 10, 9-11 am, Cuyamaca College Student Center, I-208 (middle room)</p>