Chairs/Directors Committee Meeting  
September 29, 2015  10:00 a.m.  
Minutes

Present:  Joe Belch, Janie Chang, Dennis Cradit, Annette Easton, David Ely, Gary Grudnitski, Davette Kawachi, Kathy Krentler, John Putman, Larry Rhyne, Mehdi Salehizadeh, Nik Varaiya

Guests: Rayanne Williams (Registrar), Jesse Rogers (Associate Registrar)

1. Incomplete Agreement Forms

Jesse Rogers explained the new procedure, effective Fall 2015, for processing incomplete grades. When an “I” grade is submitted in webportal, the Incomplete Agreement form will appear. Some of the fields on the form will be populated; however, the faculty member will need to enter the reason(s) for the incomplete grade and describe what work still needs to be completed. The deadline for completing the unfinished work needs to be entered as well. Once the Incomplete Agreement form is submitted, the student receives an email notification and can view the form on webportal. A Department can also view outstanding agreements submitted by its faculty on webportal. If the “I” is not changed to a letter grade, NC is charged after one year.

2. Spring 2016 Registration / Waitlist system

Rayanne Williams described the waitlist system that will be in place starting in Spring 2016 registration. Registration will start on January 6. Once the enrollment limit is reached for a class, a student who is qualified to enroll in the class can choose to put his/her name on a waitlist. A student can be on a maximum of four class waitlists. A student’s rank on a waitlist depends on class level, total units earned, date added to the waitlist, enrollment status in other sections of the course, and open university status. A student’s rank may change as other students place themselves on the waitlist. Between the first day of registration and day 5 of classes, students will be automatically moved from the waitlist to the class roster. After day 5, there is no auto enrollment; only faculty can add students. Students must add themselves to the class waitlist to be added to the roster. Faculty will not see the names of students on the waitlist, but will simply select the number of students to add from the waitlist. Students will receive an email when they are moved from the waitlist to the roster; any class in the same timeslot on their schedule will be automatically dropped. Students will be able to see their rank on the waitlist.

Online tutorials will be made available and five training sessions will be conducted for faculty and staff.

3. Dean’s Report

• An updated document outlining the implementation of the College’s Strategic Plan was distributed and summarized.
• An analysis of College Scholarships is underway to ensure that funds are being fully allocated and that the College has appropriate targets for scholarship funding.

4. Associate Dean’s Report

• FTES at census for the College was 3,073. This is 124 FTES above Fall 2014 but 37 FTES below target. The College target for Spring 2016 is 2,994, or 90 FTES above actual FTES for Spring 2015.
• Tables were distributed showing, for Fall 2015, the share of students taught by participating/supporting faculty and the shares of students being taught by SA, PA, SP, and IP faculty.