YRO Operations Workgroup
Minutes from October 15, 2003 Meeting

Present: Blake, Glasmire, Norton, Trigales, Favila, Entrican, Ramos

Absent: Hall (vacation), Barrick (excused), Swanson

Summer 04 Web Pages

Favila handed out the updated drafts of the “Dates”, “Fees”, and “Faculty/Staff FAQ” pages. We reviewed each section and made changes as follows:

- Dates page
  - Deleted the day of week codes (e.g., M,T), because we were concerned that the audience might not understand all of the codes, particularly the R for Thursday and the U for Sunday
  - Changed the first two dates for CASPER Plus to May 25-26 to be consistent with previous summer CASPER Plus days, which have been Tuesday and Wednesday
  - Added May 31, 2004, Memorial Day Holiday (campus closed)
  - Deleted the references to “distribute class lists” and “evaluation day”
  - Agreed that these references should be included in a “Faculty/Staff” version of the Dates; Trigales will consult with Hall to develop this version and send it to Favila before our next meeting
  - Added “(Campus Closed)” to the July 4 and July 5 dates and deleted the “+++”
  - Copied the statement from the June 11, 2004 date to replace the statement for the July 23 date and changed it to read “…….(Session B)”
  - In cases where there were more than one event on the same date, we agreed to list the date only once
  - Double-spaced the three events listed for August 24, 2004

- Fees Page
  - Changed the first paragraph to read “…..2004—2006 catalog”
  - Changed the paragraph before the “FEES MAY CHANGE” statement to read: “If you have a registration hold, we will accept your summer payment. However, you will not be able to register until all debts are paid and all holds are cleared.”
  - Agreed to change the “FEES MAY CHANGE” statement to be consistent with the usual statement about Trustee action, etc.; Norton will supply the language to Favila
  - Deleted the box around “1. MANDATORY RESIDENT…..”
  - Changed the 0-6 units fee for graduates to read $654.00
  - Change the statement under “F.” to be more specific about course fees and checking footnotes for these fees; Norton will supply Favila with a new statement
  - Added the word “card” after “Discover” under the two “Credit Card Payments…..”

Sections
  - Agreed to put the “PLEASE READ CAREFULLY” section in RED
  - Agreed to put the first two bullets under this section in bold italics and to capitalize the word NOT
  - Changed the year to 2004 for a few dates on page 5 of 6

- Faculty/Staff FAQ page
  - Changed 2003 to 2004 in second question
  - Removed all references to the days of the week (e.g., M,T,W) in the calendar chart
  - Changed the CASPER Plus dates in the calendar chart to read: May 25-26, June 1-11, 2004
• Agreed to share this section with Sheila Orman in Human Resources before linking it to
the website; Glasmire will report back after Sheila has reviewed the information
Trigales brought changes for the “Registration” and “Student FAQ” pages and gave these to Favila.
Favila will make these changes before the next meeting. Glasmire will contact the Financial Aid
representative and ask that their changes be submitted to Elsa before the next meeting.

Other Business

Glasmire noted that the proposed trimester calendar is “off the table” for the next two-year calendar cycle
and that he expects a traditional calendar to be approved by the Faculty Senate before the end of the Fall
semester. The senate is likely to define a process for evaluating the trimester calendar to determine
whether to consider it for the following calendar cycle (i.e., 06/07 and 07/08).

Next Meeting

The next meeting is scheduled for October 29, 2003, 1-2 PM., in SAC 150. Agenda will be:

• Finalize the Summer 04 web pages so they can be ready to roll out by the first week in November
• Invitation to Register process for Summer 04

Meeting adjourned at 2:00 PM.