YRO Operations Workgroup
Minutes from 11/14/01 Meeting

Present: Hall, Blake, Kent, Tapella, Entrican, Favila, G. Self, Ramos, Barrick, Trigales, Glasmire

Absent: Lunstead, Cote (excused), DeKorte, Perez (excused), Lee, Student Rep (vacant)

Summer 2002 Schedule Proposals

Glasmire reported on the proposed summer 2002 schedules. Most courses that were offered in 2001 YRO will be offered again. Many of the 2001 RCE courses that had viable enrollment will be offered in 2002 YRO. Some courses in high demand GE areas and service courses for other majors (e.g., Lib Studies) that have not been offered in summer will be included in summer 2002 YRO. Comm Studies and Criminal Justice will add more courses as part their plan to move to a year round program for their majors. Total FTES projection for 2002 is slightly less than the combination of 2001 YRO and RCE FTES, because not all former RCE courses are being offered. The following shows the projected annualized FTES for each college:

College of ALS is projecting about 280 FTES
College of BUS is projecting about 106 FTES
College of EDUC is projecting a range of 180-200 FTES
College of HHS is projecting about 95 FTES
College of NSM is projecting about 29 FTES
College of SSIS is projecting a range of 100-112 FTES

College of ECS has proposal is “on hold” pending further negotiations. There are questions about the number of computer science courses that will be offered, but other courses look good. Depending on what computer science does, their FTES projection will be in a range of 18-35.

Glasmire also noted that all colleges seem to be following the 6-week session format with some minor exceptions. The College of Education will offer some courses in the standard 6-week format, but many of their courses will not “fit” the 6-week or 12-week format because of their unique clientele. Glasmire also noted that he clearly informed the College of Ed about how the Session A, B and C parameters for registration deadlines, refund deadlines and grade cycles will apply to all courses based on the Session to which the course is assigned, NOT when the course actually begins and ends. Trigales noted that some of the problems last summer with education courses is that they changes the meeting times from the original published schedule, and in some cases, did this “informally” without actually making the changes in SIS+. When approving the college’s proposal, Glasmire will reiterate the importance of sticking with the published schedule so students are fully informed and don’t miss registration and refund deadlines.
Favila asked Glasmire to send copies of the approved schedules to her so she would be aware of them as departments started building their schedules in SIS+. (Note: This has been done)

Mini Invitation to Register for Summer 2002

Glasmire opened discussion on the proposed mini invitation to register post card that we plan to send out in March to inform students about summer 2002 registration. Trigales brought a sample color post card to represent the approximate size. Trigales noted that the invitation should be very concise with clear and simple highlights of the most important information so students will read it and not get lost in the details. Glasmire asked Trigales and Hall to draft something for our next meeting to include the specific bullet points to be included in the invitation post card. Some suggested topics were identified as follows:

- Steps to register
- Registration dates with priority dates identified
- Pay in advance
- Check available classes on the website
- When printed Annual schedule will be available with summer courses
- Website address for more detailed information

Trigales and Hall will send a draft to the group prior to our next meeting.

Other Discussion

Glasmire noted that the Marketing/Promotions group was also interested in the post card content information because of plans to advertise the summer offerings. Some members of the group questioned whether we should engage in a significant advertising campaign for the summer program when the total number of courses planned is actually less than 2001 in some areas. It was suggested that the Marketing/Promotions group might want to cut back on its advertising plan. Glasmire indicated that he would take this information to the Marketing/Promotions group at their next meeting scheduled for November 29. It may be more reasonable to develop a marketing approach that focuses on specific program areas where increased numbers of courses will be available (e.g., Comm Studies, Criminal Justice, upper division GE, etc.)

Hall asked whether the YRO Council had approved the proposed changes to the registration dates for summer. Glasmire noted that 4 of the 7 members and staff had responded positively. The other three had not responded. Glasmire said that we should proceed with the changes. Hall and Trigales have already noted the summer registration dates in the Spring 2002 “Dates to Remember”, which was mailed to the campus on October 30. Hall will also communicate the information through the normal department secretary contacts. Favila will contact Don Taylor about whether we should actually make the changes in the academic calendar dates posted on the web.
Glasmire asked whether a meeting on Nov 21 was necessary. He will check with Jerry Perez on reporting about the earlier availability of the summer financial aid application to see if we needed to meet. *(Note: Jerry has reported this information via email so we will not meet on 11/21)*

Since Glasmire has another commitment on November 28, our next meeting will be December 5. Agenda for Dec 5 will be to review the content of the draft invitation postcard. Once we have settled on the content, then the design/publications staff (Gerri Welch’s staff) will be asked to design the postcard (size, color, theme) and estimate a budget for publication.

Meeting adjourned at 2:00 pm.

Larry Glasmire