Recap of 5/23/01 meeting.

Present: Herb, Darlene, Elsa, Babs, Larry, Kris, Anita, Jerry, Craig, Denise

Absent: Holly (excused), Jackie, Clint, Lorie

Enrollment Report

Larry presented an enrollment report as of 5/22/01 registration activity. Numbers are looking very good. We expect to exceed our FTES target and student headcount projections. Several courses are full and have excess demand. Colleges have been contacted about adding sections for high demand courses. (Note: as of this writing the following sections have been added: ENGL 20, ENGL 116B, ETHN 100 (2 sections), RLS 122). Holly has modified CANTENRL job to access the 01Y and 013 terms so lists can be provided to departments who wish to contact students who have been "closed out" of sections to let them know that new sections have been added.

Larry asked if there was any other enrollment information that should be included on the report. The following items will be added based on input from the group:

-number of "early-entrant transitory" students
-number of financial aid recipients
-number of students who have paid SUF
-FTES breakdown for RCE courses (although these course do not generate FTES for budget purposes, the information will be useful in projecting next summer's FTES when courses are converted to state-support summer)

What Have We Learned So Far?/Critical Issues for current summer?

Many students, despite our efforts to inform, seem to be unaware of the importance of registering early for their summer courses. We discussed how to better inform students about the timing of registration in future summers. We agreed that using the CASPER Invitation to Register approach (Fall/Spring) was not a cost effective method for notifying students of summer registration dates and procedures (at $1+ per invitation it isn't reasonable to send this to 25,000+ students when less than 20% of the will actually register for summer), but some other methods of should be considered for next summer. Possible options are: 1) to use the Saclink system to "spam" all students with an email message that informs them about summer registration dates, procedures, availability of the Annual Schedule, etc. and time this prior to the beginning of summer registration; 2) use "snail mail" to send an announcement to all enrolled students in the Spring with the same type of information. 3) do both of these. We will evaluate these options at future meetings and develop some recommendations as we plan for next summer.

Some 60+ students, although informed that they must wait until CASPER Plus to register (space available basis), have tried to pay registration fees earlier. Kris and Craig have worked out procedures to handle this problem. We may want to consider using the "access code" methodology (use during Fall/Spring to control access to CASPER) as a way to EXCLUDE certain populations from registering via CASPER in future summers.

Craig reported that he is running low on parking decals for the full summer program and that more have been ordered. They still have some, but may run out before the new supply is received from UTAPS (expected delivery is June 4). Several group members asked whether UTAPS will
be "lenient" in terms of parking citations during the first 2-3 days of summer (as they do for Fall/Spring). Larry agreed to contact Nancy Fox and ask that this be done, particularly since we may have to delay the issuance of parking decals until the first day of classes (if we run out before then).  *(Note: I sent an email to Nancy today and am awaiting her response).*

Babs and Anita brought up a problem of RCE only students being able to drop RCE courses via CASPER (we didn't think that was possible). Although it is possible for them to drop courses, then can't add courses via CASPER. We agreed that this was a manageable problem and that Babs would be able to identify the few students who did this. The registration audit trail can be used to confirm the drop date for refund processing if refunds are requested. This is only a problem through June 15, after which nobody will be able to use CASPER.

Larry suggested that we should send a reminder notice to department secretaries about changing the "voice reg OK" flag on SIS+ for classes that begin on June 4. Although departments frequently do this during the Fall/Spring semesters to control adds in the first two weeks, it is more important for the summer because the courses are shorter. If the "voice reg OK" flag remains a "Y", then students will be able to add classes via CASPER up until June 15 without permission of the instructor. This is a potential problem for 3 or 6 week classes. Larry will draft an email for review by Anita, Kris and Babs, so it can be sent out by Friday, May 25 to all department offices. The recommendation will be to set the 'voice reg OK" flag to "D" (students can drop via CASPER, but adds require instructor permission) for most courses that begin in Sessions A,C,1,4 or 6. We will recommend that this be done before classes begin on June 4. *(Note: the email has been drafted and it will be sent out on 5/25)*

We agreed to cancel our meeting for May 30. Next meeting will be June 6 1-2 pm. in Lassen 3008.

Meeting adjourned at 2:25 pm.