



**Registration Committee
MINUTES**

Date: September 14, 2006

Starting Time: 3:00 p.m.

Ending Time: 4:30 p.m.

Place: SU-203

CHAIR: Herman Lee **VOTING MEMBERS PRESENT:** Jamie Moss for Norma Bean, Katheryn Garlow, Eduardo Peixoto, Mark Hopkins for Don Sullins, Kara Garavito, Lynda Halttunen, Jose Fernandez, Karen Spooner

RECORDER: Ellie Masiello **NON-VOTING MEMBERS PRESENT:** Ralph Baker, Tricia Frady, Rick Gommel, Mea Daum, Sue Doran, Susan Rogers, Cheryl Deloatch

Order of Agenda Items	Desired Outcome	Resources Used
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A. ORDER OF BUSINESS – MINUTES, FEBRUARY 22, 2006 Approved JM/LH

B. NEW BUSINESS –

1. Update – Summer/Fall 2006 Enrollment. Herman Lee provided an update of the enrollment figures for the fall 2006 term. Credit enrollment is flat and non-credit enrollments are still being processed. Lee reported that we are experimenting with a 12 week session, hoping to increase enrollments. SB 361 which is still waiting for the Governor’s signature will decrease the enrollment fee to \$20 per unit. Historically, when the enrollment fee is decreased, the headcount is greater. Other measures intended to increase enrollment involve a Latino Outreach program, automatic reminder calls to students who have not used their online registration appointments and reminder postcards mailed to students. Eduardo Peixoto asked if Palomar advertises. Mea Daum explained that we now run TV commercials and ads in local print media.
2. Change in STARS Process. Lynda Halttunen explained her proposal to allow STARS students to pre-register in classes before the start of registration. Three Saturdays in June will be set aside for orientation, tour and registration. Groups of students divided by English level will practice enrolling online using a practice database. Their enrollment will be held in abeyance and uploaded at their appointment time. Discussion ensued as to the practical issues involved and Herman Lee suggested placing this issue on the Student Services Planning Council agenda so the technical issues can be worked out.
3. Registration Timetable, Spring, Summer/Fall 2007. The spring 2007 registration timetable was approved after it was agreed to move registration up to November 13. MSC: KG/JM There was further discussion about moving up the beginning of summer and fall registration. Members agreed to study the feasibility issues of the proposed date changes and planned to discuss the issues at a follow-up meeting to be scheduled next week.