



**Registration Committee  
MINUTES**

**Date:** September 6, 2007  
**Starting Time:** 3 p.m.  
**Ending Time:** 4 p.m.  
**Place:** SU-203

**CHAIR:** Herman Lee      **VOTING MEMBERS PRESENT:** Ralph Baker, Kara Garavito, Katheryn Garlow, Lynda Halttunen, Diane McAllister, Karen White, Robert Rettenmaier, ASG Rep  
**VOTING MEMBERS ABSENT:** Theo Brockett, Jose Fernandez, Eduardo Peixoto, Don Sullins

**RECORDER:** Ellie Masiello      **NON-VOTING MEMBERS PRESENT:** Tricia Frady, Rick Gommel, Jamie Moss, Sue Doran

Order of Agenda Items	Desired Outcome	Resources Used
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**A. ORDER OF BUSINESS**  
**Minutes, October 26, 2006      APPROVED MSC: LH/RB**

**B. NEW BUSINESS**

**Summer /Fall 2007 Enrollment Report.** Herman Lee gave a report of fall 2007 enrollment figures. He reported that enrollment on the first day of classes was up 3% over last fall. He credited the increase to an increase in sections offered. Camp Pendleton is reporting a decrease of 200 enrollments due to the Iraq deployment. Palomar enrollment is growing but we need to grow more to meet the goals set by President Deegan. FTES are annualized and so we can look forward to help in the spring term. However, spring enrollment is typically lower than fall. If spring enrollment equals the fall enrollment, we will be fine. Diane McAllister reported that her Peers are calling EAP students who did not take advantage of their priority enrollment appointment and encouraging them to enroll in late start classes. Admissions is still very busy and staff is directed to accept late adds to boost enrollment.

**Early Acceptance Program Report.** Lynda Halttunen gave a PowerPoint presentation on the Early Acceptance Program instituted in June for the Fall 2007 term. She explained that our STARS program was often confused with the State STARS testing program and even though we our outreach program was scheduling in excess of 40 visits to our feeder high schools, only 50% of high school students were taking advantage of their priority registration appointments.

The EAP program provided for advisement/registration sessions to be held on succeeding Saturdays in June expressly for high school students. Admissions, Counseling and Matriculation staff were on hand to answer questions and walk students through the process of getting enrolled in classes. Students were given a college catalog, a packet of valuable information and snacks. \$80,000 was budgeted for the program. 85% of students participating completed a survey and the comments were very positive. The entire experience for staff and students that participated was great. EAP students using their priority appointment increased to 60-68%. Herman Lee added that the success of the program can be attributed to a group effort and the morale of staff and students that participated. Special thanks were offered to Rick Gommel for up to the moment updates on the appointment usage and technical assistance during the EAP Saturdays. Our Institutional Research and Planning Office will be tracking this cohort of students and will report on persistence.

**Registration Timetable, 2008. APPROVED MSC: MD/RR**

Herman Lee reviewed the draft dates for spring, summer and fall 2008. He explained that student invoices will be sent out more often to give students ample information about the state of their accounts. The ASG Rep, Robert Rettenmaier asked the cost of sending student invoices. Costs for paper, envelopes, postage and handling are estimated at 48-50 cents each or about \$6500 per mailing.

Rick Gommel explained a change in the appointment scheduling for spring 2008. He has studied the actual usage of students appointment and has increased the number of appointments in some high activity time slots. By increasing the number of students in some of the slots, he has shortened the number of days for priority registration and we now have a definite, rather than approximate date for open registration. Open registration will begin on November 27. The system will be available to students on November 23, but no appointments are scheduled on that day.

Mea Daum reported that we have a new vendor producing the class schedule. The vendor is purchasing paper out of the country and requires a 7-week lead time to obtain the needed paper. This may require that the schedule will be shortened or lengthened by 5-8 pages since we will have to estimate the number of pages that we will need.

Herman Lee reminded everyone that we are planning to implement the PeopleSoft 9.0 upgrade sometime in June. This may impact the summer and fall 2008 dates that have been tentatively approved. Another meeting will be schedule in February to further discuss the summer and fall 2008 registration timetable dates.

The meeting was adjourned at 4 pm.