



**Registration Committee
MINUTES**

Date: September 4, 2008

Starting Time: 3 p.m.

Ending Time: 4 p.m.

Place: SU-203

CHAIR: Herman Lee

VOTING MEMBERS PRESENT: Norma Bean, Ralph Baker, Theo Brockett, Bob Baird, Lynda Halttunen, Kate Parshalle for Diane McAllister, Wing Cheung, Don Sullins, Karen White, Mea Daum
VOTING MEMBERS ABSENT: Jamie Moss, Tim Hernandez, ASG Rep

RECORDER: Ellie Masiello

NON-VOTING MEMBERS PRESENT: Rick Gommel

Order of Agenda Items	Desired Outcome	Resources Used
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A. **ORDER OF BUSINESS** - MINUTES, FEBRUARY 28, 2008 APPROVED MSC: LH/RB

B. **NEW BUSINESS**

1. **Summer/Fall 2008 Enrollment Report.** Herman Lee reported that credit enrollment is at 25,568, up about 2.4%. Total enrollment is at 28,050, an increase of 3.2% over last Fall. State figures indicate the same increases. Mira Costa figures were down about a month ago, but they have added Fast Track classes and weekend classes to boost enrollment. Presently, they are showing an increase. Most attribute this increase to the economy. More students are choosing to go to school. Theo Brockett reported that enrollment increased slightly at Escondido even though there are 39 fewer classes offered. Their enrollment is more efficient as existing classes are running at full capacity. Classes at the satellite sites have been cut drastically because of the cost required to rent space. Herman Lee reported that there were 300 fewer classes offered in fall and it is expected that there will be fewer classes offered in spring 2009. In spite of the reduction in classes, we must grow at the same rate as last year to keep our funding level consistent.

Don Sullins reported that the power will be taken down campus-wide this evening so that a new electrical transformer can be installed.

Bob Baird reported that parking permit sales are resulting in long lines at the Cashier's Office. He would like to keep a window designated for permit sales but due to staffing shortages, it is impossible at present. Though our enrollment is greater, fewer students took advantage of purchasing their permit online this year than last. There was discussion about offering incentives in the form of a discount for students who purchase their permits online or charging a premium to students who purchase on campus. Theo Brockett suggested an online ad indicating the time students could save by avoiding the lines at the Cashier's Office. Herman Lee suggested an ad in the class schedule.

Karen White suggested limiting the number of EAP students allowed to register in classes to 5 at each Saturday orientation. Caps of 15 out of 25 available seats were imposed for each class and instructors have complained that their classes were too heavily populated by high school students. Lynda Halttunen suggested that caps be removed all together. The purpose of EAP is to recruit high school students from our feeder high schools and incentivize them to enroll at Palomar. Students are offered priority registration and personalized service. The Institutional Research and Planning department has completed an 8-page report revealing that twice the number of high school student persisted from last year to the present due to the EAP program. Halttunen believes that Palomar must make a commitment to high school students and increase the number of foundational classes if necessary. Karen White stated that therein lies the problem because of the shortage of available classrooms in the most desirable timeslots.

2. **Registration Timetable 2009**

MSC: MD/LH

a. **SPRING 2009**

APPROVED

b. **SUMMER/FALL 2009**

TENTATIVELY APPROVED

The date for student bill mailing was changed to Jan 6. The icons showing spring break will be added to the timetable. Karen White suggested that Saturday, February 14th be made a non-instructional day since both students and faculty forget to show up. Herman Lee seemed to remember this issue being discussed with the Vice President of Human Resources, Reclassifying this day as a local holiday must be negotiated with the employee unions.

A meeting to further discuss the summer and fall 2009 registration timetable will be scheduled in February.