



**Registration Committee  
MINUTES**

**Date:** September 9, 2010

**Starting Time:** 2:00 p.m.

**Ending Time:** 3:30 p.m.

**Place:** SU-203

**CHAIR:** Herman Lee

**VOTING MEMBERS PRESENT:** Bob Baird, Ralph Baker, Lynda Halttunen, Norma Miyamoto, P.J. DeMaris, Don Sullins, Karen White

**VOTING MEMBERS ABSENT:** Wing Cheung, Laura Gropen, Andrew Edwards for Evelyn Lucero, ASG Rep, Kate Parshalle for Diane McAllister

**RECORDER:** Ellie Masiello

**NON-VOTING MEMBERS:** Mary Chase, Monica Colon, Rebecca Diaz, Tricia Frady, Rick Gommel,

Order of Agenda Items	Desired Outcome	Resources Used
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A. **ORDER OF BUSINESS** – MINUTES, FEBRUARY 25, 2010      APPROVED: MSC LH/RB, ABSTAIN: NM

**B. NEW BUSINESS**

1. **Fall 2010 Enrollment Report.** Herman Lee reported that Census credit enrollment was 25,653, down 2.8% from last Fall. Total headcount was 27,546, down 6% from last fall. This is due in part to the elimination of noncredit classes. FTES are down 2.8% from last Fall. It is believed that this is due in part to the implementation of the Cancellation process to drop students who did not pay fees. Six thousand students were dropped from classes for non-payment and all, but 1,805 re-enrolled. Though the process was deemed successful, Lee agreed that our goal should be to improve our communication of the cancellation process to students.
2. **Early Acceptance Program.** Rick Gommel presented figures that described the EAP enrollments. He explained that 305 EAP students were dropped for non-payment and only 138 did not re-enroll. Karen White suggested that a bill be provided to EAP students before they left their registration session. Herman Lee reported that the Friday format of EAP was successful. Karen White suggested that since the 3<sup>rd</sup> Friday was so sparsely attended, we could eliminate the 3<sup>rd</sup> Friday. Herman Lee said he would take the suggestions to the EAP Task Force. Next year, the multi-disciplinary building will be open and there are 16 new computer labs that may be available for EAP. It was also suggested that EAP be moved to June, 17<sup>th</sup> and 6/24<sup>th</sup>. This would eliminate the problem of selling online parking permits for fall when summer permits are being sold.
3. **Registration Timetable 2011.** Herman Lee presented the tentative dates for spring 2011 registration. Herman Lee asked the membership about the possibility of eliminating the mailing of registration postcards as a cost saving measure for the spring term. An email would be sent to students advising them to check their Student eServices to view their appointment. It was agreed to eliminate the mailing unless the student did not have an email address. The possibility of eliminating the class schedule mailing was discussed due to the cost of printing and mailing. Lynda Halttunen asked that a suggestion be brought forward to SSPC to eliminate the mailing of the class schedule, thereby resulting in a cost savings of approximately \$400,000. A motion was made and passed, MSC: LH/DS. Herman Lee agreed to bring the motion forward to SSPC.

The meeting was adjourned at 3:20 p.m.