



**Registration Committee
MINUTES**

Date: February 24, 2011
Starting Time: 2:00 p.m.
Ending Time: 3:30 p.m.
Place: MD-155C

CHAIR: Herman Lee

VOTING MEMBERS PRESENT: Bob Baird, Ralph Baker, Mea Daum for Laura Gropen, P.J. DeMaris, Tere Hogan-Egkan, Mark Hopkins for Don Sullins, Diane McAllister, Norma Miyamoto, Jamie Moss, Karen White

RECORDER: Ellie Masiello

VOTING MEMBERS ABSENT: Evelyn Lucero, ASG Rep, Lynda Halttunen
NON-VOTING MEMBERS: Rebecca Diaz, Tricia Frady, Rick Gommel, Kimberly Word

Order of Agenda Items	Desired Outcome	Resources Used
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A. **ORDER OF BUSINESS** – MINUTES, SEPTEMBER 9, 2010 APPROVED: MSC MH/NM

B. NEW BUSINESS

1. **Spring 2011 Enrollment Report.** Herman Lee reported that spring enrollment was 25,468 credit students, a decrease of .95%. Total enrollment was 27,292, a decrease of 3.6%. Lee credits the elimination of many noncredit classes for the decreases in enrollment. Little more that noncredit ESL and basic education classes were left unscathed due to budget cuts. However, substantial increases in the veteran and financial aid student populations that are more likely to take full course loads, have allowed us to meet our target enrollment.

Our funding is still very unsure until the State adopts a budget. Questions remain as to the increase in enrollment fee, enrollment priority and enrollment cap that are being considered by the State legislature. Dean Norma Miyamoto confirmed that the May and January intersessions have been eliminated in addition to topics, study abroad, field studies and stand alone classes (classes not required in certificate or AA programs). Mea Daum reported that a limited run of sixty thousand class schedules will be printed for on-campus use. Requests for mailed schedules will be accepted as long as supplies last. Postcards will be mailed to district addresses on April 15th.

2. **Early Acceptance Program.** The EAP session is slated to be run as it was last year. The dates have been moved up two weeks at the urging of the EAP Coordinators. Karen White expressed misgivings about the ability of the Instruction Office to have the catalog prepared in time for EAP. Diane McAllister explained that if EAP is delayed by two weeks, students leave for vacation or get jobs and our enrollment suffers. Herman Lee suggested that he will look at the 2nd and 3rd week in June for fall 2012.

3. **Registration Timetable 2011.** The summer and fall 2011 dates were reviewed and accepted. Updated timetables will be emailed to the committee and posted online.

Bob Baird presented a graph depicting the drop in receivables resulting from the cancellation of students for non-payment of fees. Receivables have decreased by half and fewer accounts are being referred to COTOP.

Tere Hogan-Egkan suggested that a new campaign is needed to demonstrate the payment due dates to students. There is still much confusion. Discussion ensued without reaching a solution that is feasible within the constraints of PeopleSoft.

The meeting was adjourned at 2:50 p.m