

**Minutes: Admissions and Registration Committee**  
**September 13, 2011 :: 8:30 am HBC 103.2**

**Members present:** Terry Bazan, Kathleen Christensen, Andrew Christie, Cheryl Coe, Connie Faber, Marie Fofi, Bretton Johnson, Linda Kluck, Idolina Maldonado, Michael McCarter, Rhonda Parsons, Donna Pauler, Patty Scogin, Lauren Sebel, David Tucker, Amy Wilkerson

**Members absent:** Christy Berry, Virginia Fraire, Sharon Goh, Christina Johansson, Emma Moore, Patty Salazar, Cathy Tremaria, Mison Zuniga

**Guests Present:** Veronica Castillo, George Lane, Christopher Owens, Jennifer Pickler, Janie Roddy

1. Review of Admissions & Registration Committee Functions and Membership
  - a. Current and new members can find current and previous academic years' committee functions, membership table, agendas, minutes and other committee documents at <http://www.austincc.edu/arc>
2. Review and Approval of June 14, 2011 Meeting Minutes
  - a. Minutes were reviewed, corrections noted and approved as amended.
3. How Shared Governance Operates at ACC (Handout)
  - a. Provided a full description of how shared governance operates, including information on how ACC councils and committees collaborate and communicate (reference document can be found at <http://www.austincc.edu/orgref/governance.php>)
4. Announcements
  - a. Current Registration Reports at <http://www.austincc.edu/oiepub/pubs/reg.html>
  - b. Academic Calendar and Registration/Payment Calendar has not changed since the committee met and approved it last year. The version on the ACC website is current and correct.
  - c. Registration Updates: September 27—Session 1: 8:30-11:30 and Session 2: 1:30-4:30 EVC Room 8500
    - i. Instead of one long, multi-purpose meeting, the Registration Updates are being consolidated into two sessions within a single day. These training sessions will be focused primarily on registration preparation and changes to the registration-related processes in SS&SS and throughout the college.
    - ii. A second, comprehensive in-service type informational session on the routine functions and operations of the SS&SS departments will be announced and delivered by Dr. Louella Tate, chair of the SS&SS professional development work group.
5. Fall 2011 Registration Feedback (All)
  - a. Campus feedback spreadsheet will be sent out for review at next meeting.
  - b. A concern was raised about how many “clicks” into the ACC website a prospective applicant has to search to find the new student admissions application. Students are not able to find it and have suggested that it needs to be more prominent and accessible.
  - c. More information regarding prerequisites. There were inconsistencies in the course catalog regarding Math courses that differed from what the department announced.

- d. General feeling that there are not enough developmental Math courses.
  - e. Over 15,000 payments plans were set up with 70 percent of them completed online.
  - f. Parking permit deadlines will be reviewed as they have led to long lines on the last day.
  - g. The change to the add/drop period came to a surprise to some students.
  - h. Military students have been calling Continuing Education about their grades even though most of them are credit students.
6. Change in Service Hours and Registration and Payment Deadline Time for Spring 2012
- a. Weekend campuses are being reduced to Cypress Creek, Northridge, Riverside, and Eastview.
  - b. Student Services departments will be open until 7pm on Monday and Tuesdays at all campuses. Important to note that registration for adds and drops ends at 5pm on Tuesdays, even though SS&SS departments remain open until 7 on Tuesdays
  - c. Learning Labs have extended their hours until 9pm Monday through Thursday and on Saturday until 7pm.
  - d. Marketplace is expanding to allow students to pay for library fines, however the student will still need to visit the library to have the hold ended. There are plans for allowing other miscellaneous payments through marketplace-more information as they are programmed.
  - e. An online option could be created for students to pay for parking permits who cannot make it during cashier's office hours.
  - f. The cashier's offices at the Highland Business Center and Pinnacle close for lunch between 1:00 pm and 2:00 pm.
7. Waitlisting Program Review and Spring 2012 Changes (Andrew Christie)
- a. Waitlisting expanded this semester from 19 sections in the summer to 491 sections in the fall.
  - b. When the 16<sup>th</sup> week session waitlisting closed, all sections for the 12 and 8 week session waitlisting also closed. It is desired to keep the waitlisting option open for the major, later-starting sessions.
  - c. Waitlisting is expanding to all of the Social and Behavior sciences departments in the spring with the exception of the History department.
8. Online Withdrawals (All)
- a. Dr. Christensen is leading a work group that is recommending changes to the College's withdrawal reasons and the handout with the draft proposal was distributed for review. It will now lead off with the withdrawal reasons that the state allows for not counting withdrawals toward the six course withdrawal limit laws.
  - b. Disciplinary reasons and "other" have been removed from the faculty-initiated reasons.
  - c. You may review the six withdrawal limit rule and the states exemptions at:  
<http://www.austincc.edu/current/needtoknow/academic.php>
  - d. Online Withdrawal will be implemented beginning with the spring 2012 semester.
  - e. Students will be informed about the consequences of withdrawing from courses using a text box/workflow message prior to going through the online withdrawal process.
  - f. IT has been asked to develop an email notification system that will send a confirmation of the withdrawal to the student and a notification to the professor each time a withdrawal is done.
9. Spring Registration Readiness (Linda Kluck)

- a. Registration Guide Review
    - i. The spring 2012 Registration Guide will include a page about the meningitis immunization requirement.
    - ii. The destination map has been changed to a more simplified path starting at the top instead of the middle, with the additional, required steps added in.
    - iii. It is available online in flipbook format for review at:  
[http://www.austincc.edu/publications/reg\\_guide\\_spring2012/](http://www.austincc.edu/publications/reg_guide_spring2012/)
    - iv. The student handbook has been discontinued and the information can now be found in the course catalog and at <http://www.austincc.edu/current/needtoknow/>
    - v. Student Life produced the Riverbat Planner for students.
  - b. Telephone Registration Discontinued
    - i. Telephone registration will be discontinued on September 22<sup>nd</sup>. Online registration will now be the only way to register for courses. A mailing (10,200 letters) will go out to students who have registered using the telephone registration system during the past two semesters. All other students will be notified by a mass email message.
    - ii. It is being discontinued due to security risks and the fact that only 15 percent of students use it.
  - c. Meningitis Rule Implementation
    - i. Chapter 21. Student Services, Subchapter T. The meningitis immunization draft rules will be finalized at the October Texas Higher Coordinating Board meeting.
    - ii. Starting in January 2012, students under 30 years of age who enroll in TX higher education must show official proof of a current meningitis immunization in order to attend classes. Details and exemption information can be found at <http://www.austincc.edu/apply/immunizations/>
    - iii. ACC is waiting to hear on the final selection of the vendor who is going to handle the collection of student medical documentation. Once the information is uploaded to Datatel, it will mark the student's record and remove the registration hold.
    - iv. Students enrolled in the fall semester are exempt from this rule until they have been out for one fall or spring semester.
10. Additional Agenda Items for September 13 Meeting (All)
- a. Early College Start will reinforce the requirements regarding compliance with the meningitis rule at their Smarties Training for high school counselors.
  - b. Informational: The screen in Datatel to review withdrawals that count toward the six course withdrawal limit rule is XSIX. Anyone with RGN capacity has read access to this screen.
11. Next Meeting Date: October 11, 2011