

Registration Committee Minutes
November 19, 2012

The Registration Committee met at 1:30 PM, November 19, 2012 in the conference room of Bldg. Nine.

Members present: Harold Smith, Camille Richardson, Dell Hagwood, Edie Findley, Judith Meyer, Chuck Hauser, Crystal Ange, Debra Baker, Bebe Major

Members Absent: None

Minutes of the last meeting were approved as amended.

The following topics were discussed:

- Attendance Rosters – Chuck addressed the date duplication on the reports and stated that Colleague was correctly reporting duplicate dates for hybrid classes and that the hours for the class delivery method (online vs. traditional) was to be entered on the appropriate date. The weekend dates were caused by the BLET Program, which offers weekend classes. These dates cannot be altered after the academic year starts. Camille will determine if RYAT can accommodate a setup specific to BLET that will eliminate weekend dates for the remaining attendance rosters. Mandatory workshops will begin Tuesday, November 27, to instruct faculty in completing the reports. Sessions will also be held for part-time evening and online instructors.
- Advising Guide – Crystal advised that she should not develop parts of the guide that is program specific and that this information is best determined by Division Chairs and/or faculty within their program. Dell stated the advising guide developed by the Allied Health Faculty could be used as an example. Crystal will meet with Division Chairs at their November 29, 2012 meeting to address what she needs to develop and complete the Guide.
- AGE- Pre-Nursing Advising – Although this topic was discussed in the October 22, 2012 meeting, no action was taken. However, the committee strongly recommends addressing the ADN/PN advising overload caused by the large number of students who are classified in the pre-nursing AGE programs. Crystal will meet with the Dean of Instruction and coordinate with the Admissions Office how to divide the advising workload between the Allied Health and the Arts and Science Faculty.
- Application and Registration Guide – Committee members submitted copies of the Guide with their recommended changes to Camille.
- Advising Weeks- Members of the Committee discussed the possibility of shortening the Early Advising – Registration period. No changes are recommended.

The next meeting will be scheduled in January, 2013, after late registration. The Committee agreed to continue meeting on Monday at 1:30 PM. Camille will notify members of the next meeting date.

Harold Smith
Secretary