

November 14, 2013

10:00 a.m.

Registration Workgroup

Building 1, Conference Room

Chair: Edie Findley

Vice-chair: Judith Meyer

Secretary: Bebe Major

Members Rick Anderson, Dr. Crystal Ange, Debra Baker, Kent Dickerson, Edie Findley,

Attending: Bebe Major, Judith Meyer, Camille Richardson, Megan Sommers, Whiting Toler

Minutes from Meeting – November 14, 2013

I. Instructor/Staff – Quick Registration

Presenter Group Discussion

Quick Registration was held October 28 – November 1, 2013. The consensus of the group was that registration went very smoothly. There was concern with some faculty about having to be out of their offices to work at the Quick Registration Center on Tuesday, October 29. It was suggested (by a few faculty) that just office managers work the center on the heaviest registration day. The committee felt that registration demands could not be met by staffing the center with just office managers.

II. New Student Orientation

Presenter Group Discussion

A recommendation was presented to the committee to move new student orientation from a morning session to an afternoon session. The group discussed this and Mr. Rick Anderson, VP of Student Services, will look into the possibility of scheduling orientation at a different time and its potential impact on students/faculty/staff.

III. Student's Intended Degree in System

Presenter Group Discussion

Student Services is addressing the issue of a student's intended degree in Colleague. More information will be forthcoming.

IV. EVAL – Advisory Assignments

Presenter Group Discussion

Discussion on how to update the student advisor list when the student's current/listed advisor is no longer employed at BCCC.

- The Registrar suggested Division Deans send her a list of advisor replacements.
- Batch files will be done to update student records.

V. Colleague Training for Faculty

Presenter Group Discussion

Camille Richardson, Registrar, will continue to do Colleague training as needed for faculty and staff.

Other Information

Next Meeting: February 2014 – Date to be determined.

