A. Doug stopped by briefly to wish the committee happy holidays and made a few comments about the budget.

B. Timetable for Class Cancellations
Because of the break for staff and the early start of the Spring semester the final cancellation push will come only three days before classes start. We’ve been trying to get a head start on classes that will obviously need to be cancelled – such as those with 0 or very low enrollment or if it’s a brand new class. Other low enrollment classes will be allowed to run because of special circumstances, such as they may be a critical part of a degree program. As of today, we have just over 1832 students enrolled for just over 14,000 student credit hours. We’re about 70% our way to full enrollment.

Paul commented that the Humanities Department disagrees with the process for evaluating cancellation of classes. They would like to have classes on the schedule until the last possible day and run low enrollment classes. Richard said that we’re under a mandate to have a minimum of 15 students per class and while there will be exceptions, low enrollment classes cannot be the norm. The tuition from 15 students will generally pay for the cost of the class and not any overhead.

Libby said that she asked her students how they feel. Their response is that they prefer to know as far in advance as possible.

Ellen said that the departments should be looking at class enrollment patterns instead of just rolling over the schedule from previous semesters – especially if there are certain classes that tend to be cancelled every semester.

C. Summer Session 2012 Report
We were not required to do one this year. Send comments to Brian Richardson.

D. “N” Grade
Chairs should remind their faculty that the “N” grade is the instructor’s responsibility and they should be the one to talk to the student.

E. Instructor Schedules/Office Hours
Chairs should remind their faculty that they should post their office hours card outside their office door.

F. Wait Lists for Classes
If a seat opens up on a closed class, Banner will send an email out to the first student on the wait list to notify them that a seat has opened up and they have 24 hours to register for the class or lose their spot.

G. Purge for Students
The system will purge students who have registered for classes but have not yet paid. The purge is scheduled for today. After today, any student who registers must pay at the same time.

H. Refill Vacant Position
When a position becomes vacant, the DC must fill out a “Request for Fill a Critical Need” form to justify the priority in filling the position. Richard will make sure that the procedure is posted on-line.

I. Students Registering in Multiple Sections for the Same Course
Banner does not allow students to register in multiple sections for the same course. Banner cannot stop students from registering for the same course at different campuses.

J. No-Show Students
There is no system policy to drop a student who does not show up for the first week of classes. Richard will discuss this topic with Ardis.

K. Maintenance Emergencies During Weekends
Richard will find out who should be called and send a message out to facstaff. Richard will also find out which buildings have a/c during non-business hours.

L. Announcements, Reminders, Information Sharing
Paul wants to know if our Bookstore can extend its hours, similar to the Manoa Bookstore. Paul also wants to know if there can be some dialog with the parks and recreation department make an exception to allow WCC (an educational institution) to post banners along the highway.