Approval of Minutes—Minutes approved.

**Banner Waitlisting Q & A with Hae Okimoto – March 14, 2011 – Honolulu CC**

Copies of the handout “Implementation Plan for April 2011 for Fall 2011 Registration Waitlisting at the University of Hawaii” was distributed.

Hae from Banner Central along with Chris Shaw and Harriet Miyasaki answered questions that the group had.

Hae explained that the waitlist feature will be available (to the campuses who choose to implement) during Early Registration for Fall 2011 (April 11, 2011). This is what HCC needs to decide:

1) Use the feature – Yes or No
2) What courses are we going to wait list?
3) How many students will be allowed on the waitlist? This will be set up in Banner (COURSE and SECTION)

Waitlist does not replace course overrides. The faculty still has the option for non-capacity reasons to override. Override does not change the capacity. Be cautious when doing overrides with Waitlist. Marcia Roberts-Deutsch suggested that students go to class on the first day and request an override at that time since it will no longer interfere with the Waitlist feature.

There is always a risk of registration performance issues when trying something new. For example, when Manoa starts to register, there will be heavy usage. Banner checks all the prerequisites before a student can be waitlisted.

Students may sign up for multiple waitlists. The system does not automatically remove students from the waitlist. The registration deadline after students are notified will be 48 hours.

As of the 1st day of instruction, no waitlisting will be available. There would be financial aid and other implications.

Erika Lacro asked that CLT discuss via e-mail and decide by the end of the week (March 18) about the Waitlist feature for Honolulu CC. Since the campus will be closed during Spring Break, March 21-26, the instructional secretaries will need enough time to input the information into Banner before registration starts on April 11.

It was noted by Pat Yahata that pre-reqs are taking quite a bit of time. She is currently working on the Registration Guide and will work on the pre-reqs next. Erika Lacro noted that if we decide to implement the Waitlist feature for Fall 2011, an e-mail blast will go out to students to notify them.

Some campuses are choosing a moderate level of implementation for Fall 2011. Per Farah Doiguchi, Manoa is implementing it. Other campuses are selecting classes. Sam Rhoads
noted that ICS 100 will fill up for the upcoming semester so we could start with those classes. Jerry Saviano mentioned ENG 22 and ENG 100 classes.

Construction work in Bldg 5 courtyard in order to make it more ADA compliant.

Bldg 27 continue work upgrading work on fire alarm.

**Lecturer Evaluations: Getting access to student evaluations of lecturers for division chairs—a copy sent automatically to Division Chairs.**

**Johnson Control will eventually have a kiosk that will update their efforts to HonCC more sustainable.**

Marcia asked for an update on the Student Media Board display.

Pearl Harbor Career Day March 26 Saturday after Spring Break.

Class availability goes live March 28.

"**Implementation Plan for April 2011 for Fall 2011 Registration Waitlisting at the University of Hawaii**

**Banner Central will do the setup for all campuses by April 2011.**

- Post waitlist announcement on MyUH and post waitlist FAQs. Campuses will manage their own campus announcements.
- Activate and monitor the job to send the automatic email notifications

All campuses will have the same notification deadline during registration periods.

- The registration deadline after notification will be 48 hours from April through July for Fall 2011.
- The registration notification deadline will change to 24 hours for August 2011.

The following email notification will be setup for each campus with individualized contact information. Sample Email Notification:

```
Dear Macy:

A class you have waitlisted for has a seat available for you.

Term:  Fall 2011
Class: ART 101 , CRN 31274
Deadline to Register:  15-JUL-2011  02:30 PM

Please log in now to MyUH [www.myuh.hawaii.edu](http://www.myuh.hawaii.edu) to add this class or remove yourself from the waitlist.
```
If you do not take action by the deadline above, you will AUTOMATICALLY REMOVED from the waitlist and the next student on the waitlist will be given the opportunity to register for the class. You will NOT receive notification of this action. For more information, go to MyUH Info at http://myuhinfo.hawaii.edu/page/waitlisfaqs or contact the Maui College registration office at .......

Please do not reply to this email. No action or response will be made to replies received. Thank you.

Banner Central will disable waitlisting prior to first day of instruction. All waitlists will be purged on Sunday prior to the first day of instruction.

**Academic Units:**
- Decide which courses will have waitlists & how many to have on the waitlist.
- Inform campus schedulers regarding the above decision.
- Faculty should be cautioned regarding the use of overrides with waitlisting.

**Once waitlist enabled:**
- Students can see their position on the waitlist
- Faculty/Staff can see students on the waitlist
- Faculty/Staff can continue to provide capacity override exemptions
  - could be problematic if override provided for student not on the waitlist
  - campus will have to handle student concerns
- Waitlist will be purged on Sunday and this functionality will not be available once Banner comes back online at 6:00 am on the first day of classes

**Waitlist timeline (based on Fall 2011)**

<table>
<thead>
<tr>
<th>Period</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Waitlist enabled</td>
</tr>
<tr>
<td>Through July</td>
<td>Students provided 48 hours to register once they clear the waitlist</td>
</tr>
<tr>
<td>Aug – beg of sem</td>
<td>Students provided 24 hours to register once they clear the waitlist</td>
</tr>
<tr>
<td>Aug 22 (12:05 am)</td>
<td>Waitlist purged</td>
</tr>
</tbody>
</table>

**Additional Information:**
Announcement on MyUH to be posted on March 28

Registration Waitlist FAQ: [http://myuhinfo.hawaii.edu/object/waitlistfaqs.html](http://myuhinfo.hawaii.edu/object/waitlistfaqs.html)
Faculty Waitlist FAQ: [http://myuhinfo.hawaii.edu/object/IO_1080.html](http://myuhinfo.hawaii.edu/object/IO_1080.html)

**Reports from Waitlist?** Possibilities to discuss with IR office
- Snapshot of max vs. actual waitlist numbers (CRN, subject, time of class etc.)
- Students – registered vs. waitlist
- Number of students still on waitlist at time of purge (provided by Banner)
- For waitlisted courses – waitlist notification to registration