Registration Committee Meeting Minutes
November 19, 2010
10:00 a.m. in Gardner 447

Members Present: Kari Hill, Tony Thomas, David Kieckhafer, Joe Clifton, Sheryl Wills, Rob Hasker (chair), Beth Frieders, Lizzy Gates, and Joan Riedle

1. **Approval of October 13, 2010 minutes and selection of secretary:**
   Minutes were approved as circulated; Joan volunteered to be secretary for this meeting.

2. **Finalize purpose and duties:**
   Lizzy moved that the proposed new description be approved as written; Beth seconded. All in favor. The proposal will be submitted to the Faculty Senate for approval.

3. **Update on PASS Fit Gap Analysis:**
   The Fit Gap Analysis compares the current status of the PASS system to the “wish list” from UWP and is currently underway in the Registrar’s Office. Cyber has been hired as a consultant. They believe that we are using only 5% of the PASS capabilities and have an out-of-date infrastructure. Their report is due on 12/27/2010. Updating PASS may cost between 1.5 and 2 million dollars.

   Distance Learning has not been using PASS. They’ve employed an online registration system created by Learning Innovations, from which they now want to separate. Their old system was very customized and they don’t want to lose functionality. We may have to reimplement PASS before trying to bring in Distance Education.

   Dave distributed a summary of the Feature Packs which summarize the changes to PASS that are coming out soon. They include checks of prerequisites beginning in 2011.

4. **Repeat Policy:**
   The Student Senate passed the repeat policy. The approved policy allows students to repeat a class and erase the original grade, once per class, on a total of five classes. If approved by the Chancellor, the policy will go into effect for Fall 2011.

   The Registrar’s Office will create a brochure to publicize the change and expects to include the change in the next catalog. We’ll review a draft of the brochure early in the Spring semester.
5. **Enrollments in key entry-level courses:** Not discussed.

6. **Other topics:**
   **Policy to complete remedial course work within the first 30 credits:**
   This is a UW-System policy which is in the catalog, but is currently not being enforced. (The same is true for the policy requiring students to enroll for no more than 12 credits while completing remedial courses. Enforcement of this second policy was dropped when Algebra 1130 became a no credit course.) The 30 credit rule could be tracked with the Milestone function of PASS, which would automatically register students for their remedial course.

   **Overload form:** It was recommended to add a requirement for advisor approval.

Meeting adjourned at 10:50.