Minutes
RP&A Ad Hoc Add Drop Procedure Committee
Thursday May 9, 2013
12:00 p.m., Room 203 Rolla Building

Attendees: Steven Grant, Deanne Jackson, Ilene Morgan, and Daniel Tauritz.

The committee selected Daniel Tauritz as its chair.

The committee discussed the current paper form Add Drop procedure and observed the following shortcomings:

1. High material/labor cost and carbon footprint versus online
2. Inefficient versus online
3. Students can hold enrollment slots "hostage" by delaying turning in signed forms
4. Paper forms easily get lost as there are too many stages to the forms life.

The committee discussed the Registrar's proposed procedure which during the first two weeks of a semester would allow students to add/drop courses online without instructor nor advisor approval nor notification. Permission numbers would be issued by instructors to those students who are on the waitlist and are allowed to enroll in a class. Permission numbers would also be issued by instructors to allow a student to enroll in a class in which they have a time conflict with another course. The committee observed the following shortcomings:

1. Advisors will no longer be in the loop on adding/dropping courses, nor switching sections, during the first two weeks of a semester, resulting in them not being able to advise students in this regard which may lead to bad decision making on the part of some students, higher chance of international students becoming out-of-status with the INS, and overall potentially negative impacts on both retention and graduation rates
2. Instructors will have no prior notification that a student is dropping their course
3. Permission numbers would be used and students can hold enrollment slots "hostage" by delaying entering an add permission number given to them by an instructor
4. After the first two weeks of a semester, the procedure reverts back to the current paper form procedure, which still has all the shortcomings listed previously.

Finally, the committee discussed an alternate proposal to set up a PeopleSoft Workflow procedure to completely replace paper forms with an online procedure where students would in Joe'SS select courses to add/drop/switch sections/switch status, triggering a notification to the appropriate instructor to accept/reject the student's request, with accepts triggering a notification to the student's advisor to accept/reject the student's request as well, and depending on when during the semester this occurred, potentially triggering a notification to the teaching department's chair for final approval/disapproval. Some type of queuing would be

necessary to ensure that advisors review all enrollment changes requested by an advisee in a holistic manner, rather than piecemeal. One possible approach would be for students to first select all the add/drops they want to request, then execute their unified request. Only when all the instructors on that unified request have responded to the individual add/drop requests, does the unified request move forward to the advisor. The committee observed the following advantages:

1. Complete replacement of paper forms with online process is the most cost effective option, the most efficient option, and the lowest carbon footprint option
2. Students will no longer be able to hold enrollment slots "hostage"
3. Instructors and advisors will remain in the loop on all add/drop requests
4. Departments will have to assign an instructor to every section of every course prior to the start of the semester. In the past this has been an issue for some departments as they like to refrain from announcing who will be teaching a course, this process would eliminate that opportunity.
5. Departments will have to assign an advisor to every student prior to the start of the semester. By assigning an advisor prior to the start of classes, the students will better understand who to contact for instruction and guidance.

Deanne Jackson will investigate the following questions:

- Is PeopleSoft Workflow capable of supporting the proposed work flow procedure?
- Can PeopleSoft Workflow track the date on which students submit their unified requests so that in the case of an unbalanced add/drop request (i.e., their total number of enrolled hours changes), financial implications will be based on the submit date, rather than the final approval date which may be a few days later?
- Can PeopleSoft Workflow allow department chairs to view the pending requests of their department's instructors and advisors?
- Can PeopleSoft Workflow allow instructors/advisors to delegate add/drop/modify approval?
- Would another product satisfy all our needs better than PeopleSoft Workflow since there, to our knowledge, is only one school in the United States that is currently trying to use Workflow for this type of process? The UM system does have another product, Gideon Taylor, that might allow the same functionality or possibly more.

The meeting adjourned at 1:00 p.m.
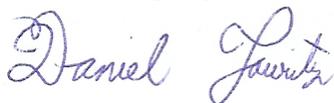
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Daniel Tauritz, Chair
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