

IMPERIAL VALLEY COLLEGE
Enrollment Management Task Force Minutes
Wednesday, April 1, 2015
Board Room

Attendance:

Carol Hegarty	Arts, Letters & Learning Services / Humanities
Dave Drury	Economic & Workforce Development / Exercise, Wellness, & Sports
Daniel Gilison	Health & Sciences / Science, Math, and Engineering
Carlos Fletes	Business Office
Norma Nunez	Student Services / Student Success Program
Kathleen Dorantes	Arts, Letters & Learning Services / English
Kevin White	Health & Sciences / Behavioral & Social Science
Trinidad Arguelles	Student Services / Counseling
James Patterson	Arts, Letters & Learning Services
Dolores Diaz	Student Services / Counseling
Terry Norris	Arts, Letters & Learning Services / Tutoring
Lilia Sandoval	Student Services / Counseling
Tina Aguirre	Health & Sciences
Susan Carreon	Health & Sciences / Nursing
Jose Carrillo	Institutional Research
Ted Ceasar	Student Services / Counseling
Veronica Soto	Student Services / Transfer & Articulation
Lisa Seals	Student Services / Financial Aid
Sydney Rice	Arts, Letters & Learning Services / English as a Second Language

A. Call to Order

The meeting was called to order at 3:01pm

B. Discussion

As indicated in AP3260 Enrollment Management: *“On or before the fourth (4th) week of each semester, the Enrollment Management Task Force conducts an evaluation and debriefing to review the efficiency and effectiveness of the Enrollment Management Process, make adjustments as needed, and communicate its findings to the Task Force co-chairs, CIO and CSSO.”*

With this policy in mind, please bring input from your prospective areas: What worked? What didn't? Where are the gaps? How can we improve? Each division will get 15 minutes to provide input to ensure we hear from all areas.

Economic & Workforce Development / Exercise, Wellness, & Sports

Noticing a trend over the past four years: that there is a bottleneck in PE100 and HE102. It is a required class, but with the loss of faculty not replaced it is difficult to address that need. Highest waitlist courses. This needs to be addressed. This is beneficial to the community as well. Would like an additional full-time faculty member – but was not approved this year. Looking at cap increases to somewhat assist.

Arts, Letters & Learning Services / Humanities

Trouble filling late afternoon and evening art history and music classes more than we normally have. She personally takes every crasher, and still only has 28 left this semester. Demand seems to be dropping. With this said, she is concerned about adding these evening courses in the summer. She is recommending a 2nd drawing course as it is the intro “driver” course for art students (gets them interested in art programs). No substitutes available for art history. The state minimum qualifications reflect a Masters in Fine Arts, but some potential faculty have only taken one art history class – which

she feels is not enough to teach or sub for Art History. Dr. Nick recommended she talk to the equivalency committee on this issue.

Health & Sciences / Science, Math, and Engineering

The core courses have been filling to the brim as normal. Thanked administration for hiring CHEM, BIOL, and the 2 MATH positions. That being said they did still see a hit to the ENVS courses. The course did have a cap increase from 30 to 35. Not sure if this is a one-semester issue. Low enrollment issue also experienced in PHSC and PYSC courses.

The department has been willing to offer as many BIOL and CHEM that faculty are willing to teach in the summer term. He knows there is high demand for them.

Student Services / Student Success Program

The outreach specialists are at the high schools right now. The applications for IVC are being completed earlier this year as a result. IVC is also now accepting EAP. Students who want to take it the Accuplacer exam can take it, but it is no longer mandatory to attend IVC.

Health & Sciences / Behavioral & Social Science

Last year we started the In-and-Out program. That program worked well and is going to be expanded. Alcohol and Drug Studies have three 1-unit courses that are “feeder” courses that have been struggling – so the department is discussion the possibility of converting these courses into one 3-unit course to see if this boosts enrollment.

Geography is working on developing online and hybrid courses to grow the program.

Sociology is talking about increasing class caps from 35 to 40.

Concern also shared about issues with the equivalency process. An instructor was initially approved as meeting minimum qualifications, but then was later told she was denied by equivalency. This issue took a long time to resolve and needs to be addressed. It was shared that the challenge with equivalency is that the “experts” in the area are not always the “experts”. It was agreed there are a lot of “gray” areas with equivalency.

Student Services / Counseling

When it comes to efficiency and effectiveness it was shared that we need to do more collaboration. Collaboration is what will bridge the gap that this college is experiencing now. Student services feels that they did not have enough involvement in the 2014-15 year. Feels counseling input is important, and without it enrollment management failed this time around. Dr. Nick shared that he does support increased collaboration between both areas, but many times student services is invited to meetings for input, and either no one attends or input is not provided. He requested that everyone to please attend these meetings and provide input. He is happy to see the participation going on now.

Student Services / Counseling

Meets with students directly. The need she is seeing is SOC102, more BIOL100, and CHEM100 for summer.

Student Services / Transfer & Articulation

There are a lot of evening students out there even if the data doesn't support it. We may have cancelled low enrolled evening courses too early in past semesters. The evening music class in the summer is needed. IVUP used to take classes together (triple cap), now they take it on their own with more choices – and MUS is one of them. Getting into BIOL is still extremely difficult.

Student Services / Counseling

For the summer she would like to see more BIOL and CHEM courses. She had students turned away from the nursing program. She loves that DegreeWorks shows the times the courses are being offered for the next year. Also asked we if can offer SOC102, PSY202 in summer.

Health & Sciences / Nursing

Lost almost half of nursing faculty so will be juggling the fall schedule. The BIOL courses have always been a big issue for nursing. The “good” student has to go through 5 semesters to apply. It impacts

their financial aid, time it takes to complete, etc. We are supposed to get our total units to 72 to keep our nursing accreditation. To do this we will need to reduce prerequisite requirements to make this happen. We have had complaints from the community that it takes too long to get into the program due to these prerequisite courses and the bottleneck issue in BIOL.

Student Services / Financial Aid

A lot of schools have been cited for paying for students that are in programs they are not in (example: nursing) – until they are admitted into the program. The state is also working towards only paying students for units required to complete the major.

As far as short-term classes, previously IVC had instituted a “freeze” rate in financial aid – which meant students that enrolled in courses later could not use those units towards their financial aid. In light of the increased short-term offerings this process will change.

Arts, Letters & Learning Services / English

For the English department things went well. They had two hybrid classes this semester (ENGL110). Unfortunately they were slow to fill. Reducing to one section in the fall. Reading has been cut as a requirement, and because of this the demand for reading courses has dropped dramatically. A reading task force has been created to address this concern.

Dean of Health & Sciences

Wanted to point out that data was used to develop the schedule of courses for 14-15 and 15-16; however, this spring 2015 semester we have seen some odd things happen. We cancelled courses we do not normally need to cancel. Counselors see 1-5 students with an issue – how does that equate? How can we determine this? Short-term classes...they could work, and are popular elsewhere, so why aren't they here? The key is marketing.

Dean of Arts, Letters & Learning Services

As far as Music classes in the evening, he has been brought this request for a few semesters, along with requests for evening sections of SPAN220. He added evening sections of these courses based on these requests, and both did not do well (one was cancelled). He will try to reduce day or afternoon courses in Fall 2015 and see if this improves the enrollment for the evening courses.

As far as short-term classes, they have not been successful because they do not have a coordinated master plan. If we have a short term pathway this would work.

Institutional Research

They did a campus climate survey and are in the process of analyzing the data. About 800 students responded. Concern was expressed about the outside population – he said he does a separate survey for those students.

It was suggested that after the registration period is over a survey should be provided to the students on the registration process – did they get the classes they wanted? Suggestion was made to add this survey link to WebSTAR so they can take it right after registering. Jose indicated he would look into it.

Arts, Letters & Learning Services / Tutoring

As a response entity learning services doesn't have impact on enrollment, but are impacted by enrollment.

Vice President of Academic Services

We need more faculty to develop online courses. Take the training that is available to be able to teach online courses. This will also appeal to veterans.

What may help us with our low fill rates is to not offer too many sections of the same course to start with, rolling out only a few at a time, and adding more as they fill.

Short-Term Class Discussion

The comment was made that sometimes IVC has added short-term classes as a patch to make up lost FTES. The question was then asked if these short-term classes did any better (or worse) than those in the published schedule? No one present could answer immediately. Dr. Nick shared that if a

class is cancelled at the beginning of the term due to low enrollment, adding a late-start course is a way to make up for the loss, while also allowing additional time to fill the class. However, one thing that we see lacking is the funding for advertising these courses. It may also be beneficial to bring back the printed schedule.

It was suggested that there should be a smaller group session to continue the conversation about short-term courses and a master plan. A request was made for volunteers for this project. Trinidad Arguelles, Veronica Soto, James Patterson, and Kevin White all volunteered.

C. For the Good of the Order:

Kathleen Dorantes was contacted by Central Union High School to accept their Expository Reading and Writing Course as preparation for ENGL 110. Norma Nuñez was instrumental in pulling together data from Central and Southwestern students who have taken the course and then taken ENGL 110 at IVC. Dorantes and Nuñez were commended for their work.

Carlos shared that not much has changed on the financial scene. There is room for growth, but we are just not in a place to hit it. The budget is looking good for now.

D. Adjournment

The meeting was adjourned at 4:09pm