



## Enrollment Management Task Force – Notes

Monday, Dec 4<sup>th</sup>, 2017, 12:50pm

Board Room

The purpose of Enrollment Management Task Force is to create a holistic approach to enrollment management, including recruitment, access, retention, educational plans, enrollment pattern data, and constraints of financial, physical and human resources.

### Membership:

#### Academic Services

<input checked="" type="checkbox"/>	Nick Akinkuoye	Chief Instructional Officer, EMTF Co-Chair (1:16pm)
<input checked="" type="checkbox"/>	Tina Aguirre	Dean of Health and Public Safety
<input checked="" type="checkbox"/>	David Drury	Dean of Math and Science
<input checked="" type="checkbox"/>	Efrain Silva	Dean of Economic & Workforce Development
<input checked="" type="checkbox"/>	David Zielinski	Dean of Arts, Letters & Learning Services
<input checked="" type="checkbox"/>	Betsy Lane	Associate Dean of Workforce Preparation & Community Special Projects
<input checked="" type="checkbox"/>	Xochitl Tirado	Distance Education Coordinator
<input type="checkbox"/>	Becky Green	Director of Child, Family, and Consumer Science
<input checked="" type="checkbox"/>	Daniel Gilison	Science Chair
<input checked="" type="checkbox"/>	Michael Heumann	English Chair
<input checked="" type="checkbox"/>	Carol Hegarty	Humanities Chair
<input checked="" type="checkbox"/>	Allyn Leon	Math & Engineering Chair
<input checked="" type="checkbox"/>	Andres Martinez	Business Department Chair
<input type="checkbox"/>	Sydney Rice	English as a Second Language Chair
<input type="checkbox"/>	Andrew Robinson	Exercise, Wellness, & Sports Chair
<input type="checkbox"/>	Jose Ruiz	World Languages and Speech Communications Chair
<input type="checkbox"/>	Jose Velasquez	Industrial Technology Chair
<input checked="" type="checkbox"/>	Ed Wells	Public Safety Chair
<input type="checkbox"/>	Kevin White	Behavioral & Social Science Chair

#### Student Services

<input type="checkbox"/>	Martha Garcia	Chief Student Services Officer, EMTF Co-Chair
<input type="checkbox"/>	Kristen Gomez	Student Equity Director <i>Excused</i>
<input checked="" type="checkbox"/>	Lennor Johnson	Dean of Counseling
<input type="checkbox"/>	Norma Nunez	Director of Student Success & Support
<input checked="" type="checkbox"/>	Ralph Marquez	Counseling Representative

#### Other Areas

<input type="checkbox"/>	Bill Gay	Public Relations Consultant <i>Excused</i>
<input type="checkbox"/>	Omar Ramos	Online Services Architect
<input type="checkbox"/>	Mike Nicholas	Publication Designer
<input checked="" type="checkbox"/>	Jose Carrillo	Institutional Researcher
<input checked="" type="checkbox"/>	Jeff Cantwell	Director of Application Services
<input checked="" type="checkbox"/>	Matthew Thale	Systems Analyst
<input type="checkbox"/>	Clint Doherty	Chief Human Resources Officer
<input checked="" type="checkbox"/>	Cecilia Duron	Director of Fiscal Services
<input type="checkbox"/>	Ellena Garcia	Student
<input type="checkbox"/>	Matthew Limon	Student

Recorder: Melody Chronister



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### I. Call to Order

The meeting was called to order at 1:03pm

### II. Discussion Items

#### a. 2017-18 and 2018-19 Schedule Development Update

Reviewed the timeline, acknowledging the changes; which includes no longer doing faculty selection one year in advance.

It was stated that due to the recent changes in the time blocks, it will be challenging to hit the December target, because the process was delayed a few months waiting schedule development calendar, because of the other major deadlines that occur in Fall.

Concern was expressed about building a schedule a year in advance, because students are able to see these schedules in DegreeWorks right away, although they are only tentative. It was pointed out that students need to have a road map that reflects up to two years of classes when building their required education plan. The big challenge is that some courses have not been offered in 2-3 years, which impacts a student's ability to follow their education plan and complete their program. It was pointed out that, as we head towards guided pathways, this will be even more crucial. Question was asked if the development timeline could be adjusted to where the year schedule could be completed in Spring versus Fall, to better balance department chair deadlines. It was mentioned the end of March. Student services pointed out that most education plans are done as early as November, so the sooner the better. It was suggested to move the draft due date to March 1<sup>st</sup>. The task force agreed with this modification. A reminder was provided that summer selection for the current year is also due March 15<sup>th</sup>. Due to the smaller size of the term, the task force was comfortable with the deadlines being in the same month. It was requested that the new time block calendar be sent via email.

#### b. Review FTES Revenue Targets for 2017-18 and revised budgeted target of 7068 (was 6915).

Reviewed the adjustments made to the revenue targets. This reflects an adjustment from 6,915 to 7,068, or 3% growth. Dr. Garcia confirmed with the Chancellor's Office that they were planning on funding up to 3% growth. We are projecting to be at 7,325, but this number is tentative. Adjustment was made to Spring projection from 3,000 to 3,040. This means we could be above the 7,068 cap. We can however shift the overage from the Summer FTES to the next fiscal year if needed. However, we need to continue to monitor this, so that we do not end up in a situation where we have unfunded FTES in 2018-19. Discussion ensued.

Reviewed registration data, and how it compares to this time last year.



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### **c. Student Guide Course Distribution Pages**

This portion of the student guide was identified as a priority for counseling, because it helps them advise students accurately when building education plans. The distribution list indicates that some courses have not been offered in several years. It was confirmed that the list includes only active courses. It was suggested to make it a policy to automatically deactivate courses after three years. It was pointed out that this recommendation would need to be discussed with the Curriculum Committee and Academic Senate. It was also pointed out that guided pathways should assist with this.

It was requested that each department provide a rationale for the courses in red, and make adjustments as needed. The draft is due back to the instruction office on March 15<sup>th</sup>.

### **d. Enrollment Management Software Update**

The program was procured, paid for with the IEPI grant. An initial training was provided to admin users. More training is planned once the program has been populated with data. A data sheet was also requested on how to log in and run the reports. This information was provided and forward to the deans last week. Currently the data in the system is from another College, so that we can familiar ourselves with the program. Pasadena College already has this program in place, so IT is working with them on getting the needed scripts to allow our instance of Banner to feed into this system. More information to come at a later date.

### **III. For Good of the Order**

Co-Chair Akinkuoye thanked the task force members for their attendance and participation.

### **IV. Next Meeting Date(s):**

Tuesday, February 27<sup>th</sup> 12:50-1:50pm in the Board Room (tentative)

### **V. Adjournment**

The meeting was adjourned at 1:40pm.