



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
Enrollment Management Committee**

Wednesday, September 21, 2011
Board Room
3:00 p.m.

Agenda

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - May 18, 2011
3. STANDING REPORTS
 - Student Success
 - Student Services
 - IT
4. DISCUSSION/ACTION
 - Placement Tests and Prerequisites – Marc
 - Enrollment Management Plan
5. ANNOUNCEMENTS
6. ADJOURNMENT

7 Tools for Effective Meetings

- 1) Stay on track- use the parking lot!
- 2) No one person dominates conversation
- 3) Everyone has a voice
- 4) All opinions are respected and valued
- 5) Recognize that you will not agree with all team decisions
- 6) Stay positive
- 7) Some things have to be believed to be seen.