

# Enrollment Management Committee

## Meeting Minutes

Wednesday, April 16, 2011

3:00 – 5:00 pm

Room 746

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Present: Kevin O'Rourke, Sheree Whaley, Melinda Kashuba, Toby Bodeen, Cathe Ledford, Teal Macmillan, Teresa Doyle, Marc Beam, Lorelei Hartzler, Morris Rodrigue, Lauren Hollingsworth

Guest: Robin D'Arcangelo

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**Approval of Minutes from 3/16/11** – Teresa moved to approve the minutes of the 3/16/11 meeting as presented and Lorelei seconded. All approved.

### Standing Reports:

**Student Success** - Morris reported that they won't have to do as much reporting for Basic Skills. Teresa commented that we just held the "Hands across California" event, and have earned approximately \$3,000.00 so far for the Shasta/Tehama campuses. The deadline for donations is June 30, and she encouraged everyone to work on getting more donations.

**Student Services** – Will be covered in discussion/action items.

IT – No report

### Discussion/Action Items:

**Shasta County Higher Education Task Force Meeting** – Kevin shared that this is basically a working group of superintendents and principals from our region's high schools. He shared a copy of some of their (draft) goals and strategies for college and career readiness. They are setting the bar high. Kevin felt this was good information to review. He is encouraged that they are sharing responsibility for the college success rates and realize that student preparation on their end is vital. Teresa asked if the statistics shared included the "D" grade – Kevin will check on this. Marc added that we are beginning to train all of the deans on data that Cal-PASS provides. It includes data on High Schools. As the information moves out to the deans it will roll out to more people.

**Financial Aid Processes** – Lorelei shared that Financial Aid will be moving to an online application process beginning this fall. They anticipate great cost and time savings. She introduced Robin, who is spearheading this process. Robin explained that there are two

components to this change. The first component is with the Board of Governors Fee Waiver (BOG) application process. Within the next few weeks, students will be able to complete and submit their BOG applications online, through *My Shasta*. Datatel will provide the student with an immediate response. The BOG application will be available in three places: the Financial Aid webpage, the *My Shasta* page, and on the college application itself. It will also be available in Spanish.

The second component of the change will be to the Financial Aid process itself. Students will receive one initial letter, which will guide them through the process and instruct them on what to print out and submit to the office. Students will also be able to review their award letter (as well as any revisions) through the *My Shasta* portal. The Financial Aid office and IT Department have worked very hard at getting this implemented. They are hoping to send out the initial letters within the next 2 weeks. The goal will be to continually educate and update students throughout this process. Today the Financial Aid office offered a special event in the Student Center, highlighting the upcoming changes and assisting more than 300 students. Lorelei added that these changes will allow them to process applications much more quickly, and will allow for greater efficiencies overall.

It was suggested that they might add a link to the Department of Rehabilitation. Kevin also suggested forwarding an email highlighting the changes to all students. Toby suggested that this information be given to Carol Angell to send out to all High School Counselors. Morris asked if these efficiencies will reduce workload enough to increase outreach more. Specifically, he was thinking about working with Basic Skills students – something to consider for the future. Melinda asked about requiring email addresses for students. Robin explained that this was a decision that would need to come from a higher level. Sheree noted that A&R has been pushing hard to gather that information from students.

**ARCC Report** – Marc continued the discussion of the summary ARCC Report that he had presented at our last meeting. As he noted previously, our biggest concern is with the Student Progress and Achievement Rate (SPAR). Although at first glance our numbers are similar to those of our cohorts – 44% achieved 1 or more of the same outcomes – when the numbers are disaggregated, it shows that a very low percentage of the students (18%) actually transfer. The key age group is 18-24 year olds, and what seems to be keeping them back is passing the transfer math classes. Marc suggested that the students' first semester is vitally important, as that is when they are counted and we are held accountable for them. Morris remarked that while reviewing the data on Cal-PASS, he noticed that most students that transfer to Chico from here take Statistics their last semester before transferring. Marc feels that if we had students taking math earlier in their Community College experience, they would experience much greater success.

Marc also reported that the bright spot for us in the ARCC Report is the Basic Skills Success Rate, which was 63.2% this year. It has been making slow incremental improvements due to the changes that have been made with Student Success groups.

Melinda asked if Marc might be able to share this during the next Flex Day, as she feels that this would be very helpful for all Faculty members to hear. Marc responded that he is already committed to multiple presentations for Flex Day, but Kevin suggested that part of the committee members' call is to share this information with their colleagues.

Teal asked about the 40-69 age group, who as a group have a higher AA/AS degree completion rate, but also have a lower transfer rate. This confuses her. Several possibilities were discussed, including geographic/family ties to the area, AS/certificate-related jobs, etc. Teal asked if this was the group that was keeping us back. Marc said no. He feels the 18-24 year olds are the group that holds the most promise for change.

**Priority Registration** – Marc shared a chart showing all students enrolled in Fall 2010 or Spring 2011 eligible for priority registration - including a breakdown of how many students have 90+ units. Of the 14,452 students in the pool, only 570 (3.9%) of students have more than 90 units. He further explored the data, and showed that compared to the overall student body, students with 90+ units show no differences by gender or ethnicity. When looking at the age of the 90+ unit students, 76% (433) were 25 and older and 24% (136) were 18-24 year olds, which raises the question – how did they get so many units at such a young age, and not transfer? While looking at Student Type (Education level) – the majority (430) had a high school diploma. 25 had received a Bachelor's degree or higher, while 48 had received an AA/AS degree.

Kevin suggested that perhaps we don't have as big of a problem as we thought. Does the group still want to move forward with this policy change? Morris wanted to know how many of the 90+ unit students are landing in our impacted programs. Marc offered to look at that data and bring it back to the committee. He will also find out how many of these students are in the DSPS program.

**Policy Recommendations from CSSOs** – Kevin shared information from the Chief Student Services Officers (CSSOs) *Position Statement on Proposed Policy Changes*. Some highlights:

- Registration Priorities – (p. 4)
- Probation and Dismissal Policies (p. 6)
- BOG Fee Waiver (p. 6) – This would have huge impact on Financial Aid
- Require BOG recipients to meet Satisfactory Academic Progress Standards (p. 7). We briefly discussed the ramifications this would have college-wide.
- Mandatory Assessment Placement/Enrollment in College Preparation Course/Educational Plans (p. 8-9) - Kevin shared that what was previously viewed as "intrusive" student support is no longer seen as being adversarial to what we consider an open access Community College. Marc added that in

conversations he has had in other colleges, although Title 5 may not make something mandatory, the college can make it seem “almost” mandatory. Kevin remarked that Riverside Community College requires every student to go through the assessment, orientation and counseling process.

This led to a discussion about students who are allowed to register late (specifically, 2 weeks or more) as we may not be doing them a favor – they tend not to succeed. Marc offered to pull that data – and Morris agreed that it would be helpful. Morris feels we shouldn’t always think about class limits in terms of enrollment – he tends to look at the pedagogical limit. The class size cap is helpful from an administrative standpoint for planning. Kevin remarked that Marc made a good point - we don’t have to wait for state policy – many of these policies can be created and/or adjusted at the District level. The question is - should we coddle the students, or set firm, high standards. Students don’t do optional – they enjoy the security of knowing that the standards are set. Kevin also feels that having a “healthy” late start class list will help us with this – instead of feeling we need to let students into the courses late. Teresa agreed that there is a great need for that. STU 1 is a great course for this – they have offered it as a late start class for the first time this semester, and it was very successful.

Kevin suggested that we table the Priority Registration policy change discussion until the next meeting.

The meeting was adjourned at 4:15. Our next meeting will be **May 18, 2011**.