



Enrollment Management Meeting

Tuesday, February 25, 2020

3:00 PM – 4:00 PM

Rm 2314, Building 2300

Minutes

Committee Mission: To develop a holistic, comprehensive, and integrated approach to enrollment management while recommending scheduling, instructional and student support strategies to enhance equitable access, success, persistence and goal attainment.

Committee Members Present:					
X	John Yu – Co-Chair	X	James Kortuem	X	Susan Westler
X	Mike Mari – Co-Chair	X	Leroy Perkins	X	Desiree Lesicko
X	Jason Kelly		John Whitmer	X	Lorelei Hartzler
X	Jun Ma				

1. Meeting called to order by John Yu at 3:00 pm.
2. Review/Approval of Minutes
 - a. Mike moved to approve the minutes from January 28, 2020 with minor edits and James seconded. Minutes approved by all in attendance.
3. Enrollment Management Plan Progress Review
 - a. John Yu shared the Enrollment Management Plan Assessment for Spring 2020. The Plan implementation period is 2019-2021. Various staff/departments have presented to the Committee about strategies being implemented in their areas.
 - b. A number of implementation strategies/activities have been completed.
 - c. Updates are provided in the attached handout.
 - d. The Committee reviewed sections 1.1 through 2.6.
 - 1.2 Implement website resources to streamline and track the student intake process from application to registration.
 - College website is being redesigned with a possible summer 2020 release. The website will be student focused.
 - 1.6 Develop a newsletter to share information and program updates with regional high school counselors and administration.
 - Amy gave an update on the high school counselor “green box” that was implemented in Fall 2019. A box containing a newsletter regarding just in time information as well as program updates is mailed to all regional high school counselors. The box also include fliers and forms that pertain to soon to be

graduates, concurrent and dual enrollment students. Status on this activity was changed to Completed.

- 1.7 Implement electronic transcript data sharing between the college and regional high school districts.
 - Incoming student transcripts are now being stored in Docuware and Admissions and Records are in the process of digitizing student records.
- 1.9 Implement an electronic signature solution.
 - Financial Aid currently has an electronic signatures process.
 - The College is looking at implementing a campus wide system for staff forms as well as student forms.
 - This was proposed in the Annual Area Initiatives but has to be ranked as the top initiative in order to be considered. It was ranked number 1 in the student service area but not other areas.
- 1.10 Investigate the integration of high school career services with college academic placement that includes structured exploration for undecided students.
 - Most high schools have some type of career center. We have implemented guided pathways which shows students pathways to a certain career.
- 1.12 Complete the planning of the new Student Services "One Stop" building on the Redding and Tehama campuses and support other Extended Education sites in continuing the provision of integrated (One Stop) services.
 - Building currently in progress at Tehama campus.
 - Redding campus may be in the 100 building restructure.
- 2.1 Develop the workflow to support responsive student tracking systems that align interventions and resources to help students remain on their path.
 - Shasta summit. Susan mentioned that she was receiving a much greater response from students using Shasta Summit than using email, phone calls, etc. She thought it was an excellent tool for instructors.
- 2.2 Disaggregate retention and success data from academic programs to determine if equity goals have been achieved and make revisions as needed for improved success.
 - Susan said this is another use for Shasta summit. The student receives a "flag" and their counselor is also notified of the concern so they may reach out if needed.
- 2.3 Provide all students with shastacollege.edu email addresses.
 - Chancellor's Office guidance is slowing this progress down.
 - Susan asked what problem having an email was solving. Mike mentioned that a lot of students use their high school or parents' email. Leroy pointed out that parents receiving emails was a privacy issue.
 - Susan requires all students in her classes to get gmail accounts and change their Shasta account to reflect that email.

4. Meeting adjourned at 4:02 pm.

5. Next meeting will be held on March 31, 2020 from 3:00 – 4:00 pm in room 2314.

Recorded by Amy Speakman, Enrollment Services I, Enrollment Services