



Enrollment Management Meeting

Tuesday, November 3, 2015
2:00 PM – 3:00 PM
Board Room

MEETING MINUTES

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

Present: Tim Johnston, Mike Mari, Lorelei Hartzler, Frank Nigro, Sara Holmes.

1. Outreach Plan
 - a. Lorelei - upcoming event: NCCDI Family Event. This is an ECE focused event geared towards 8th graders. Thursday, Nov. 19th at the Red Bluff Fairgrounds.
 - b. Outreach efforts are being done through Equity and SSSP.
2. Multiple Measures Project – Pilot College
 - a. Should Shasta College participate in the Project as a pilot college since we are already utilizing multiple measures? This topic was discussed with the Research Committee and the committee was in agreement that SC should participate. The question will be brought to Instructional Council tomorrow. If they are in agreement with moving forward, Tim will bring the discussion back at the next EMC meeting.
3. Loss of BOG FW - Appeal Process
 - a. The committee discussed the Fall 2016 implications of the BOG FW changes. According to the new requirements, students will lose the BOG after 2 consecutive semesters on academic probation, progress probation, or a combination of the two. The committee agrees that students need to be notified early. Initially, when the FAID file is processed the BOG will go on. It will be up to A&R to take it off if the student no longer qualifies per the new policy. This process will also be dependent on enrollment timeframes. We are required to implement an appeal process. The appeal form includes all the reasons that would be justified by code. The best avenue of submission would be an auto submit process online. The appeal would not go through Scholastic Standards appeal because it doesn't involve a change of grade. It would also be separate from the FAID appeals because it is a probation issue. If the appeal is approved, A&R will notify FAID to put the BOG back on. Lorelei had a suggestion on switching the order of the last sentence, which will be done in the short term. Document Imaging should be loaded this month and up and running in the spring. This will be a good option for submitting appeals.
 - b. Options for getting the word out include putting an announcement on the video board, Canvas, faculty notification through IC and the Deans, monthly bulletins, Division meetings, message sent through Anthony Eckhart. The message should be

to help the student who is at risk. There are also brochures that can be sent out, distributed. Enrollment Services is still waiting for a query of students who may be affected. Students who register in the spring before grades are posted may be able to show improvement in summer and fall and qualify for an appeal without ever losing the BOG. There will also be a link to the appeal form within the 2nd level notification emails. Also requested is an automated process linked to the 2nd question on the appeal form. This is a gray area because membership in a special program can be necessary cause but not sufficient in itself. Becky is creating decision rules for FAID appeals of which the BOG appeal committee may piggy back on. The BOG FW Appeals Committee will be created within A&R. The goal is a 2 week turnaround in processing appeals. However, the intention is to process quicker. All appeals are auditable.

4. Early Alert – Student Success Committee (update)
 - a. SSC is represented by all campus groups. It has decided to take on Early Alert. They have big goals and are looking processes. During the Nov 19th meeting they will look at existing products and craft a survey for faculty including questions regarding who uses it, why they use it, and what they prefer. One product is through Colleague but it may not be the most powerful. They will also be reviewing the product offered through Canvas.
5. Fall 2015 Initiative Review for 2014-2017 Plan

All initiatives are due for the most part this semester. Next semester is reserved for beginning the process of updating the next plan. A couple initiatives that are not included below are already complete. All progress is reported in TracDat.

 - a. 1.1.4 Alumni Association Investigation
 - i. Leave this up to the Foundation to give approval or where else can we go with the initiative? The committee will bring back in December with feedback from Scott Thompson.
 - b. 1.2.3 Develop Marketing Plan
 - i. Keep as fall initiative. The Marketing Committee has only met once. This is the first topic to be discussed.
 - c. 1.4.4 Non Credit Student Development
 - i. Frank – mainly have transfer level STU classes. All others are connected to Puente, etc. He may consider creating 100 or 200 level classes aimed at first generation. If this is successfully we could then talk about adding more sections.
 - ii. Credit vs noncredit: Noncredit doesn't qualify for FAID. Credit qualifies for FAID but if the student fails it will have a negative impact. 300 level classes do not qualify for FAID. To qualify the class would have to be 100 level. Lower unit classes would be a good option, as students are always looking to add an additional unit. Also, start date should be at week 7 to catch students that need a unit. Frank will talk with Teresa Doyle. Next steps: work with Teresa on a course description for a lower level, lower unit class.
 - d. 2.1.1 Student Portal
 - e. 2.1.3 "One Stop" model
 - f. 2.2.2 Mentor program for PT faculty
 - i. This is now a preapproved professional development item worth up to 10 hours. There still needs to be some guidelines of what to talk about and work on as the mentor. This is vaguely defined in the Contract (meet once

a week and keep a log). The Contract does not say what to cover. A bullet point list would be helpful, including meeting others on campus, and making aware of programs and participatory committees. The New Faculty Institute has a set agenda. Mentors can work along with the Institute. The value of the mentor is to listen and help think through problems the new faculty member is encountering. Frank is willing to look at the Contract and work on some guidelines.

- g. 2.2.5 Early Alert
- h. 2.2.8 Attractive Classroom
 - i. A small group has formed to identify basic requirements for an attractive classroom. The group will help to set standards and put classrooms on a refresh cycle. Meridith has asked the Deans to make a list of suggestions. Frank has already submitted some suggestions. Meridith may have a collection of responses and recommendations. Tim will follow up with her.
- i. 3.1.1 Flex/Alternative Scheduling Options
- j. 3.1.4 Two year scheduling pattern
- k. 4.1.1 Data Dashboard

Parking Lot:

Presentations to include:

- Student Success
 - Early Alert
 - Noncredit Advisory Committee
 - Steering away from retention
- Retention Committee
- Dual Enrollment
- Multiple Measure Pilot
- Next: Wrap up fall initiatives and compile a progress report, update TracDat, discuss direction for Spring which will include looking at the Marketing Plan and how it will impact us. The Enrollment Management Committee should be the umbrella of Enrollment and look at the work that is being done around campus. Within this new direction, the committee will move away from forming a new plan. We will also review the Mission Statement.

Adjourn 2:53pm