

Enrollment Management Committee

Bylaws



1. Mission of the Enrollment Management Committee:

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.

2. Scope and Function of the Enrollment Management Committee:

- Initiate research on scheduling, instruction and student support strategies to enhance student access, success, retention, persistence and goal attainment, particularly as these items relate to objectives in the Strategic Plan.
- Solicit input from Instructional Council, Student Services Council, College Council, and the Academic Senate on areas to research and make recommendations.
- Make recommendations to Instructional Council and Student Services Council.
- Make recommendations to Academic Senate in matters which fall under the purview of the Academic Senate.
- Report to Instructional Council.

3. Meetings:

Meeting times will be established at the first meeting of the fall semester. Meetings will be scheduled once a month by the Co-Chairs, with additional meetings scheduled as necessary. Enrollment Management Committee meetings will be open to anyone who wishes to attend. Minutes will be published in a timely manner and made widely available: e.g. posted on a website.

4. Membership and Member Selection:

The committee will have 13-15 voting members:

- 2 Co-Chairs
- 1 Academic dean
- 6-8 Faculty representatives
- 2 Student Services staff
- 1 Research/IT representative
- 1 Student Senate representative

In spring of each academic year, the Co-Chairs will announce the membership

vacancies which will be given to the appropriate constituency group for final selection.

The First Co-Chair position is reserved for the Dean of Enrollment. The Second Co-Chair for Instruction will be selected by the committee in consultation with Instructional Council and must have served on the committee for at least one year. The Second Co-Chair will serve for two years with the position being renewable. Appointments will occur whenever it is deemed necessary.

- Management and Confidential Classified members will be appointed by the Superintendent/President designee.
- Academic Senate will appoint faculty members in consultation with the Superintendent/President designee.
- CSEA will appoint classified members as per their collective bargaining agreement.
- Student Senate will be responsible for selecting their student member in consultation with the Superintendent/President designee.

5. Quorum:

A quorum of the voting membership of the Committee must be present to take formal action on any item. A quorum will be defined at fifty percent plus one of the current semester's membership.

6. Term Lengths of Members:

Term lengths will be two (2) years except for members whose membership is contingent on their positions. The student member appointment will be one year term. The multi-year terms will be staggered so all members do not change at one time. At the end of the two-year term a member may be reappointed by his/her constituency group. New members will be appointed in the early spring each year and will begin their term at the first Enrollment Management Committee meeting in the fall.

7. Member Responsibilities:

- All members will be responsible for making regular reports to their constituency groups.
- Any member unable to attend a meeting should notify the Co-Chairs in advance of missing the meeting.
- Members can expect to participate in possible ad hoc subcommittees to help complete specific tasks.

8. Co-Chairs Responsibilities:

- Prepare the agendas.
- Chair Enrollment Management Committee meetings.
- Ensure the conduct of the Enrollment Management Committee business is communicated to the college community in a timely

manner.

- Announce the membership vacancies which will be given to the appropriate constituency group for appointment in spring of each year.

9. Enrollment Management Committee Bylaws:

- Bylaws will be evaluated as determined necessary by the Enrollment Management Committee.
- A two-thirds majority of the voting membership may amend a bylaw.
- A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.