

# **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 9 voting members:

- 2 Co-Chairs (1 Academic dean)
- Minimum 5 Faculty representatives (Minimum 1 faculty from Counseling)
- Minimum 1 Student Services staff
- 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 Student Services. The Second Co-Chair is reserved for Instruction.

- 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. 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.
- Members who would like to be replaced for an approaching academic year will provide notice to the co-chairs prior to the May meeting.

**7. 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.

**8. Enrollment Management Committee Bylaws:**

- Bylaws will be evaluated each spring 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.

Approved by the Enrollment Management Committee: 11-9-2021