



## Enrollment Management Meeting

Friday, September 13, 2013

3:00 PM – 4:00 PM

Board Room

### 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.

Roll Call: Tom Orr, Marc Beam, Lorelei Hartzler, Tim Johnston, Cheryl Cruse, Frank Nigro, Nadia Elwood

Absent: Keith Brookshaw, Teal McMillan, Craig Thompson, Jason Kelly, Cindy Dupre, Tom Morehouse, Melinda Kashuba

Other: Meridith Randall

Call to order at 3:03pm, Tim Johnston

1. **Introductions / Confirm Membership:** Those in attendance confirmed their membership. Frank will confirm membership with those not in attendance, and reach out for replacements as needed. Each constituency will appoint members if current members are unable or unwilling to serve.
2. **Approval of minutes/notes:** May 15, 2013 – Vote held until the next meeting, no quorum. Submitted and reviewed. All agreed.
3. **Review/Confirm By-Laws:** Long discussion held in review of By-Laws and changes made last year. All agreed to keep By-Laws as currently written. Effective at the first meeting of the year. Much work done last year on revision.

**Review/Confirm Committee Charge:** The committee agrees to adopt the attached goals with revisions.

Other items this committee is charged with include:

- Keeping a good balance of marketing focus and management of enrollment.

- FTES targets are set by VPAA office – this committee makes recommendations on how to hit those targets.
- Recommendations on transfer degrees.
- Intentional efforts/recommendations on getting diversity in student population.
- Standing reports to each constituency group.
- Dean of Enrollment is the official representative to report to IC.
- Developing a broad scope of marketing
- Research on schools of similar size
- Developing workgroups around goals.

Consensus of the committee to go in the direction as provided here, with a review next semester to make adjustments. All agree to confirm bylaws and scope and function of the committee. Committee will move forward.

4. Establish meeting times: Frank will reach out to committee to establish a day/time that works for everyone, and report that at our next meeting. **NEXT MEETING: Tuesday Oct. 15<sup>th</sup> 3pm.**

5. **Enrollment Management Plan / Goal Review:**

**Transfer Plan** – more appropriate to be cared for in the Transfer Advisory Committee. We could make recommendations on making sure the students are transfer ready. Transfer Advisory Committee reports to Student Services Council. That committee will have access to bring recommendations here.

**Matric Plan** – this will be moved to the student success committee – all agree to move forward with this. It no longer fits with our new charge.

**Basic Skills Plan** – Frank is looking at putting together a Foundational Skills Committee, and the basic skills report. Marc supports that. This committee can keep this, but with the recommendation to move it to the Foundational Skills Committee. This committee wouldn't take any action on it.