



## Enrollment Management Meeting

Tuesday, December 3, 2013

4:00 PM – 5:00 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: Tim Johnston, Frank Nigro, Craig Thompson, Jason Kelly, Marc Beam, Melinda Kashuba, Lorelei Hartzler, Tom Orr, Cindy Dupre, Teal MacMillan

Absent: Meridith Randall, Keith Brookshaw

Visitor: Michelle Knudsen

Meeting called to order at 4:00pm by Tim Johnston

- 1. Review / Approve Minutes:** October 15 minutes – Orr/Beam. Thompson abstains. Approved by voice vote. November 5 notes Beam/Kashuba. Orr, Thompson abstain. Approved by voice vote.
- 2. Review prioritized activities in the Draft Enrollment Management Plan:** All changes that were brought forth from the committee were incorporated into the document with that draft version discussed in this meeting. Further discussion and revision was made today. Changes will be incorporated into the document. Additional email edits are due to Tim by December 6<sup>th</sup>.
- 3. Next Steps:** This completed draft will be shared by members in their various constituent groups (Feb/March), bringing feedback to this group, for final evaluation. This committee will incorporate this feedback into the existing draft. The draft will be expanded to include timeframes and persons responsible. The plan will then be recommend to Instructional Council. This recommendation will take place in April/May. We will have 2-3 meetings to work through the document. The Instructional Council will recommend the plan to College Council for approval. This plan will lend support to other college area plans and initiatives.

Our next meeting is Feb. 4, 2014 in the boardroom.

Meeting ended at 5:05pm



# Shasta College

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Thomas One

Tim Johnston

Frank Nigro

Craig Thompson

Jason Kelly

MARC BEAM

Melinda Kashuba

Corelei Hartzler

Nichole Knudsen

Cindy Dupré

Teal Macmillan