



MEETING OF THE ENROLLMENT MANAGEMENT COMMITTEE  
WEDNESDAY, APRIL 18, 2012  
ROOM 2314  
3:00 P.M.

MINUTES

CALL TO ORDER: The meeting was called to order at 3:05 p.m.

ROLL CALL: Members Present

Marc Beam	Cindy Dupre	Sheree Whaley
Toby Bodeen	Lorelei Hartzler	Frank Nigro
Teal Macmillan	Sandra Hamilton-Slane	

Members Absent

Joan Bosworth	Craig Thompson	Heather Wylie
Teresa Doyle	James Crandall	Daniel Valdivia
Melinda Kashuba	Cathe Ledford	

APPROVAL OF  
MINUTES:

We reviewed the minutes from the last meeting. Cindy made a motion to approve the minutes as presented. Toby seconded, all approved (Sandra abstained, as she was not present at the meeting).

Sandra introduced herself as the new Interim Dean of Enrollment Services, and therefore the new co-chair of the committee. Frank Nigro will be the other new co-chair.

STANDING  
REPORTS:

Student Success – Although Teresa could not attend the meeting, she reported that Basic Skills is now *mandated* to report through legislature. Marc discussed that there is a website (Teresa sent the link out previously) that allows you to track a group of Basic Skills students to view their progress. The data is very rich, and allows you to track many groups. Only 1-3% progress to transfer level Math courses within 6 years. Although he's not certain of the numbers for English, Marc's guess is that about 25% progress to English transfer level courses. The numbers are very similar for most community colleges throughout the state, although Chabot and Chaffey are cutting edge, and have adopted accelerated learning

programs. They are doubling and tripling their outcomes. Sandra discussed the MATH 260 course, which is combining MATH 220 and 240 into an accelerated 5 unit course. Referring to the Basic Skills data, Teal asked what happened to the students who didn't progress. Do they just enter the more advanced courses anyway? Marc felt it was fair to say that there are a large number of underprepared students in classes, but this is not an easy number to nail down. The numbers that you hear across the state is that around 75% are under qualified for the college level courses. Cindy remarked while the Basic Skills data is interesting, in reality we serve students that can't read at all, so our data may not reflect as well as other schools with a different socio-economic base. There is also the question of what their goal is – it could be to get a GED, certificate, etc. - not to transfer. Marc shared that in reality, we want students to succeed – maybe even beyond their original goals. Sandra affirmed that we won't expect every student to move on through to transfer, but that this data will be important for our Educational Master Plan. It is one of the tools we can use to make some important decisions.

Student Services – Sandra passed out the current Student Services organizational chart. Kevin is now the interim Associate Vice President of Student Services, as well as the Dean of Students. Sandra is Interim Dean of Enrollment Services, and David Travis is the Interim Director of DSPS and EOPS. Sharon will send out a revised chart with all of the administrator names to the committee members. Frank asked about the Foster Kinship Care program. Sandra shared that it is a grant funded outreach program to the community, working with caregivers.

IT – James was not present, and there was no report.

#### DISCUSSION/ ACTION:

By-Laws - Sandra feels we might want to update our bylaws. She noted some things that might need to be changed:

- Use position titles rather than names in the future.
- Review our mission, goals and responsibilities.
- Workgroups might need to be removed, as they aren't currently being used.
- Posting the minutes 48 hours in advance isn't necessary, as we aren't a Brown Act Committee. Sandra is working on standardizing the minutes process for accreditation.

Sharon will forward the by-laws to committee members to review (they are also available on the web-site). Sandra requested that any additional suggestions and changes be forwarded on to her. She felt that it might be helpful to have the by-laws revised by the Fall, when our new committee is in place. Sandra will work on getting a report from our committee to submit to College Council.

Membership - Frank asked about the committee membership, and how it was set up in the bylaws. Currently there are 16 voting members: 2 co-chairs (both Deans), another Dean, 9 faculty members, 2 classified members, 1 IT representative and 1 student (currently unfilled). Marc is not officially a member of the committee, but has been coming to the meetings. The length of the term is two years, which several members are coming up on. Sandra asked that those members who are at the end of their terms please let Frank or Sandra know whether they would like to get off of the committee or serve another term. Marc suggested that if the charge of the committee is changing, then it might be best to reconsider the membership after that mission is more defined. Sandra asked that if you have any sense of what the committee has or hasn't been doing that it should be doing, please weigh in now. Should we perhaps not have quite so many faculty members?

There was some discussion about overlap between the Enrollment Management and Matriculation Committees. Matriculation is a standing sub-committee, and we are a participatory committee; therefore, it was felt that the two committees should not be combined.

Sandra asked for some background history on the committee. Sheree reported that in the beginning, the committee's emphasis was to increase enrollment. After that was no longer a priority, we worked on some enrollment policies. Marc shared that the term *enrollment management* at other schools is often used to define how you manage the class schedule, as well as how to achieve certain goals (FTES targets, expanding specific programs, etc.). At Shasta College, decisions like this are currently being made between Deans and the Vice President – which is not completely a transparent process. Is there still a role for this committee on campus? Would this current membership be able to make certain enrollment decisions? Sandra shared that we might not be actually deciding what classes to cut, etc., but perhaps coming up with a rubric to make that decision easier. Normally there are targets created – it provides more structure and clarity to the decision making. There's also a place for analyzing and evaluating the decision making process – providing another group to look at some of these choices/demands/needs. To illustrate this point, Sandra shared that she recently discovered that the HIST 17B online course being offered this summer is being filled up with High School students, hoping to avoid taking the AP History class. This is something that the community is requesting – but Teal reported that as a History faculty member, she was unaware of this need. In response to this need, perhaps we need to offer more than 1 online HIST 17B class for the summer. Teal asked how that will affect our FTES – should that be a priority? Toby suggested that perhaps we should have a community member (High School counselor, Reach Higher Shasta committee member) on the committee? Lorelei also noted that with all the cutbacks at the UC and CSU level, we will be

seeing more of those students coming to Shasta College in the future.

Sandra shared a possible Mission statement for the 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.*

We need to have some strategies for identifying and clarifying that, and help us to meet our goals/targets. With the current budget climate, we are in the place of having to make hard decisions – this information will hopefully assist us in making those choices.

Sandra also pointed out that we need to continue to meet on the 3<sup>rd</sup> Wednesday of each month from 3-5. Whoever wants to join the committee will need to meet that time need.

ADJOURNMENT: The meeting was adjourned at 3:55.

Respectfully submitted,

Sharon Strazzo, Recorder