

Minutes
**Enrollment Management
Committee**



Wednesday, January 30, 2013

Board Room

3:00 – 4:00 p.m.

1. *Present:* Tom Orr, Marc Beam, Sandra Hamilton Slane, Frank Nigro, Morgan Baker, Teal MacMillan, Kate Williamson (for Cheryl Cruse), Melinda Kashuba, Kathie Dahl, Jason Kelly, Craig Thompson.

Absent: Joan Bosworth, Lorelei Hartzler, Cindy Dupre.

Guests: Meredith Randall.

2. Call to order at 3:03pm
3. Approval of minutes (NA): As there has not been quorum in the last two meetings, the notes will be used for information only. Going forward from today, official minutes will be recorded.
4. Reports
 - A. Membership: Dates will be assigned for membership (staggering terms) to eliminate a mass exodus. Membership selection was discussed, and will be reflected in the bylaw changes.
 - B. Reporting structure: See discussion on bylaws below.
 - C. Other: None.
5. Discussion/action items
 - A. Revised bylaws (2 attachments): Discussion of bylaw draft. Some areas of change include: Membership changes, including co-chair appointment, and membership selection; scope and function (research not policy formation), and arriving at recommendations; clarification on quorum; reporting structure (to Instructional Council); org chart inclusion.

Additional recommendations will be emailed to Frank and vote will be taken at the next meeting to approve bylaws. Frank will email clean copy (with changes discussed today) for further input.
 - B. Alternate calendars: Ad Hoc committee, consisting of faculty and deans is in discussion over academic calendars changes, including: adding Flex days, a 16 week calendar, and/or other ideas. Ad Hoc may need to graduate to a firm committee for further discussion of the issue. A lot of ground work has been

done already, but there are still many questions including pay, rooms, and retention. Benefits may include: greater student success, increased professional development, more opportunity for program planning, SLOs, and curriculum development. The Athletic department schedule is currently M-Th to provide time for meetings/improvements/discussions, and also provides the students travel time for competition. EMC can take on the research, including but not limited to: effects on enrollment, room issues, and economic impact. Either flex or compressed schedules will have a term length multiplier adjustment so that the FTES funding will not be altered. Main gain for FTES is to have a Winter intercession because of the gap in Fall and Spring terms. Also under review is finals week. This is not required by the State. Several colleges don't have it any longer. Thanksgiving and Spring break is also under discussion. Dual enrollment is also a place to research in regards to calendars. All agreed this committee will take over the research of the Ad hoc committee.

- C. Next meeting: Finalizing bylaws and more discussion on alternate calendars with taking over the Ad hoc committee work.
 - D. Other: None.
6. Upcoming meetings: Boardroom, 3-4pm.
- Feb. 20
 - March 20
 - April 17
 - May 15
7. Adjournment at 4:05pm