



MEETING OF THE ENROLLMENT MANAGEMENT COMMITTEE
WEDNESDAY, OCTOBER 19, 2011
BOARD ROOM 154
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	Kevin O'Rorke
Toby Bodeen	Lorelei Hartzler	Morris Rodrigue
Cathe Ledford	Daniel Valdivia	Teal Macmillan
Sheree Whaley		

Members Absent

Joan Bosworth	Gary Houser	Craig Thompson
Heather Wylie	Teresa Doyle	James Crandall
Melinda Kashuba		

Guest

Peggy Moore

APPROVAL OF
MINUTES:

The minutes from the last meeting were reviewed. Toby Bodeen asked for further clarification regarding placement tests and the common assessment. Kevin O'Rorke asked if self-placement is considered a form of assessment, and if self-placement assessments have to be approved by the chancellor's office. Marc Beam replied that self-placement still requires disproportionate impact – we still have to validate that students can place into classes they can succeed at. The state still requires that we validate it, but they don't include it on their list of approved tests, since self-placement isn't a test. Toby asked about the validation timeline. Marc replied that it will likely take a couple of years. Cindy Dupre asked when the common assessment will come into play. The governor is reviewing this now, and Marc's understanding is that the state will absorb the licensing fees, and we will become a proctoring site.

It was moved by Teal Macmillan, seconded by Toby Bodeen and carried unanimously to approve the minutes of the September 21, 2011 meeting as presented.

STANDING
REPORTS:

Student Success – Morris Rodrigue shared that the main focus of basic skills in October was to complete the annual update and get it submitted. It was and is currently included in the matriculation plan.

Student Services – Kevin will share Student Services updates later in the meeting.

IT – No report.

DISCUSSION/
ACTION:

Accreditation Update – The Accreditation team will be here next week. Peggy Moore shared that the 12 team members will have white name tags for identification purposes. Some of the committee members may be getting notified by Sherry Nicholas, who will be scheduling meetings with the team. Peggy shared that the meet and greet will be at 3:00 p.m. Monday on the Student Center Stage and asked everyone to try and attend. There will also be a final meeting with the campus community at 1:00 on Thursday. The final report will be submitted to the Commissioner and Board in January, and the recommendation will be given after that. Marc shared that at High School Counseling Day we will be holding a focus group for the Educational Master Plan. Peggy added that more focus groups will be set up for next month. The hope is to get as much input and information as possible. They plan to get the document out by Spring 2012.

Enrollment Management Plan – Kevin thanked those who shared comments. We made some minor edits, and moved the Marketing/Style Guide and the Basic Skills Action Plan to the appendix. Kevin hopes to get this linked online by Monday, but reminded everyone that it can still be updated after that. For the future, he plans to present an updated Enrollment Management Plan to College Council at the beginning of each year.

Lorelei Hartzler noted that there were some Financial Aid events that should be added to the events calendar for the month of April. Teal suggested some alternate wording for a bullet point on page 6, and asked if we had replaced the Recruiter Coordinator position. Kevin explained that while we no longer have an Outreach/Recruitment Coordinator, we do have a Director of Student Development/Outreach (Kate Mahar is in this position) and Kevin and Kate are sharing the duties of the former Dean of Students position.

Toby made a motion that we accept the Enrollment Management Plan, as written (with minor modifications noted) to be posted on the website by Monday. Cathe seconded, all approved.

Title 5 Changes to Repeatability – Kevin shared that a draft is being submitted to Academic Senate regarding course repeatability changes. In brief, “W’s” are going to be included with the grades, and students will only get 3 attempts to repeat a course. The 4th attempt will have to go before the Scholastic Standards Committee. Kevin asked the committee for ideas on how to advertise this change, which will be starting in the spring. Cindy suggested something attached to the registration paperwork, which raised the question of whether it could be attached to the online registration as well. Toby suggested that the information show on *MyShasta* as students register for Spring – perhaps something that might flash up on the screen. Morris asked if we would be able to send out a preliminary note to the students who might be affected by this. He asked if it would be possible to find out what classes are affected, as that might affect course reduction planning. Marc said that it is a research question, and he would be happy to provide that information for the next meeting.

Spring Course Offerings – Peggy shared that they are working on course reductions, and are trying to keep courses that will meet the most student needs. 141 sections have to be cut in order to get to 425 FTES for the spring. We need to cut 4.2% for the year. Peggy’s greatest concern is not deciding on these cuts before the schedule goes out to students. The cuts are due to Amanda from the deans on Thursday. Teal asked how they set FTES. Peggy explained that each college is given a percent that has to be cut. The bottom line is there are going to be cuts, and it’s going to be painful.

Priority Enrollment for Foster Youth – Kevin shared that the governor recently signed a new bill that would require priority registration for Foster Youth. Our priority enrollment date (one day before regular registration) now includes EOPS, DSPS, Veterans and Foster Youth. Currently, registration is open to DSPS in the morning, and EOPS, Veterans, (and now) Foster Youth in the afternoon. As more groups are added to the priority registration group, we might need to consider whether one day for priority registration will be enough – we may need to extend it to two days in the future. Our office is getting more calls relating to closed sections, and as students get more vocal about this, there will probably be more questions regarding priority registration. Peggy suggested that it might be a good idea to put together a little fact sheet – “Priority registration is available because...” “We have fewer sections because...” - that would be available to students.

Marc asked what the counseling standard practice is - do counselors normally suggest students take a course that’s not in

their Ed Plan in order to maintain full time status, or do we advise them to wait? Toby replied that some of the recent changes in Financial Aid policies are causing counselors to advise students differently (due to limited units, etc.), but if students are well within their 150% it takes to get their degree, she might counsel them to take a class that would be beneficial but might not be in their Ed Plan. Marc reflected that in the past there has been a different philosophy (encouraging exploration, many courses, many paths), but that may need to change. The important thing is that we all need to be on the same page. Kevin confirmed that Student Services works off of Ed Plans, and we do not counsel students to take 12 units if they are not prepared to. Lorelei shared that although Financial Aid is taking a beating with the recent changes, students are still getting funded. Kevin noted that in 2008-09 there were a total of 5000 files processed. We have already processed over 5000 files so far this school year.

ADJOURNMENT: The meeting was adjourned at 4:10.

Respectfully submitted,

Sharon Strazzo, Recorder