



Enrollment Management Meeting

Tuesday, February 4, 2014

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, Meridith Randall, Melinda Kashuba, Marc Beam, Cindy Dupre, Teal MacMillan, Keith Brookshaw, Tom Orr.

Absent: Lorelei Hartzler, Craig Thompson, Jason Kelly

Visitors: Michelle Knudsen, Nadia Elwood

Meeting called to order by Frank Nigro at 4:00pm

1. **Review / Approve Minutes:** December 3, 2013 – Kashuba/Dupre. Approved by voice vote.
2. **Review constituent group feedback to the Draft Enrollment Management Plan (EMP):** Discussion held with revisions from constituent groups made to draft document.
3. **Review and confirm proposed next steps:**
 - **February**
 - Committee in agreement to continue discussion / revision of the EMP document with constituents. Emailing changes is acceptable with changes in font color.
 - **March**
 - If needed, there will be continued review for additional feedback from constituent groups.
 - A draft will be composed at this point for timelines / target completion dates and responsible parties for such completion. Thanks to June Covington for starting the timeline document.
 - **March / April**
 - Offer updated Enrollment Management Plan to Instructional Council for comment and approval.

- **April / May**
 - Offer Enrollment Management Plan to College Council for comment and approval.

The final document will be similar in design to our other planning documents.

4. **Constituent group responsibility:** Adjunct – Melinda Kashuba; Extended Education - Tom Orr; Social Science Department - Teal MacMillan; Counseling - Keith Brookshaw; Student Services & Instructional Councils – Tim Johnston; Division Deans - Frank Nigro and Tim Johnston with each dean taking it to their respective divisions.
5. **Outreach efforts:** – The Counseling Team has 26 schools scheduled for outreach visits, with 3 left in the planning stages. Tim shared brochures that are used in this outreach effort.
3. **Begin discussion on scheduling mechanics, efficiency measures and reporting/compliance** – tabled until next meeting.

Meeting ended at 5:00pm