



Enrollment Management Meeting

Tuesday, November 9, 2021
12:00 PM – 1:00 PM

MINUTES

Committee Mission: To develop a holistic, comprehensive, and integrated approach to enrollment management while recommending scheduling, instructional and student support strategies to enhance equitable access, success, persistence and goal attainment.

Committee Members Present:					
X	Mike Mari – Co-Chair	X	Jun Ma	X	Susan Westler
X	Nadia Elwood – Co-Chair	X	James Kortuem	X	Desiree Lesicko
X	Jason Kelly	X	Leroy Perkins	X	Lorelei Hartzler

1. Meeting called to order by Mike Mari at 12:01 pm.
2. Review/Approval of Minutes
 - a. Susan motioned and Jim seconded to approve minutes from April 27, 2021 with Nadia abstaining. Minutes approved.
 - b. Leroy motioned and Jun seconded to approve minutes from October 12, 2021 with minor edits. The minutes were approved with Nadia, Lorelei and Desiree abstaining.
3. Committee member introductions: Committee members did introductions and welcomed Nadia to the committee.
4. Discussion: Bylaw Review
 - a. Current bylaws were adopted in 2013.
 - b. Suggested Edits:
 - i. Official membership could be scaled back from 13-15 to 9 voting members to include the following:
 - 2 Co-Chairs (1 Academic dean)
 - Minimum 5 Faculty representatives (Minimum 1 faculty from Counseling)
 - Minimum 1 Student Services staff
 - 1 Student Senate representative
 - ii. The committee will reach out to Student Senate to see if they have a representative that could attend the meetings.
 - iii. Bylaws will be evaluated each spring by the committee.

- iv. No term limits for co-chairs or members. With no maximums, we can allow additional members as they are interested. Instead of term limits, add language to bylaws regarding recruiting people to join committee.
 - v. Current members will notify the committee prior to the May meeting if they would like to be replaced for an approaching academic year. The co-chairs will announce the vacancy to appropriate contingency group for appointment.
 - c. If no Student Senate representative is appointed, the seat would remain open for a future representative.
 - d. Review Committee Function: The committee has been doing their job as defined by our mission statement.
 - e. The committee will look at docket for what's coming up this year, go through the process for this year and then revisit bylaw changes in the spring.
 - f. Once bylaws are drafted, Mike will send to committee members for a review before going to Instructional Council for review.
- 5. The committee will review the International Recruitment Plan and updates at a future meeting.
 - 6. At the next meeting, the committee will review the 2021-2024 Enrollment Management Plan.
 - 7. Meeting adjourned at 12:43 pm.
 - 8. Next meeting will be December 14, 2021 at 12 pm via Zoom.