



Enrollment Management Meeting

Tuesday, Sept. 2, 2014

2:00 PM – 3:00 PM

Board Room

Meeting Notes

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.

Seven (7) members present.

1. Welcome
 - a. Meetings will be held the 1st Tuesday of the month from 2-3pm
2. Review the Committee “Charge”
 - a. First reading of bylaws, to be reviewed and discussed at next meeting
 - b. Committee Mission was reviewed, to be confirmed at next meeting
 - c. Reach out to Faculty Senate for FT & PT faculty participation on committee
3. Review status of Enrollment Management Plan
 - a. Current plan approved by College Council, 3 year plan.
 - b. Need to make sure there is progression, tracking.
 - i. Updates at future meetings
 - ii. 4-5 goals at a time, send out update requests to respective parties
4. Tracking Framework
 - a. Review TracDat
 - i. Thank you to committee and Research Office
 - ii. Reminders can be emailed
 - b. Review Timetables
5. Initiative Reports
 - a. 1.3.1 Re-evaluate matriculation sequence
 - i. Reviewed updated Steps to Enrollment. Orientation and Assessment steps have been flipped. Past/present practices were reviewed.
 - ii. Reviewed Assessment online appointment scheduling process.
 1. Less interruptions, more time to input scores, etc.
 2. Students can enroll without Assessment one week prior to the first day of class.

- 3. Will phase in online appointments scheduling to Extended Ed.
- b. 1.3.3 On-line Orientations
 - i. Reviewed online orientation including guest version.
 - ii. Counselors are considering incorporating Online Orientation questions into the In-Person Orientations.
 - iii. Online Orientations are updatable each semester.
 - iv. Great format for other workshops.
- c. 1.4.6 Preview Day
 - i. Seniors only
 - ii. Possible upwards of 600 students attending
 - iii. Tours / open information booths
 - iv. Transportation to be reimbursed
- d. 1.2.1 Promote Shasta / North State Promise
 - i. Peter is working on marketing information for Promise Students
 - ii. Nelson to do outreach to high schools promoting Promise
 - iii. Promise students receive Priority Registration
- e. 2.1.2 Faculty Check-In
 - i. Thank you to Meridith
 - 1. Got Questions Campaign
 - 2. In-Service Day, focusing on the importance of persistence

Next meeting October 7th, 2pm-3pm