

# Enrollment Management Committee

## Bylaws



### 1. **Mission of the Enrollment Management Committee:**

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.

### 2. **Scope and Function of the Enrollment Management Committee:**

- Initiate (request) research on scheduling, instruction and student support strategies to enhance student access, success, retention, persistence and goal attainment, particularly as these items relate to objectives in the Strategic Plan.
- Solicit input from Instructional Council, Student Services Management Team, College Council, and the Academic Senate on areas to research and make recommendations.
- Make recommendations (suggestions) to Instructional Council and Student Services Management Team.
- Make recommendations (suggestions) to Academic Senate in matters which fall under the purview of the Academic Senate.
- Report to Instructional Council.

### 3. **Meetings:**

Meeting times will be established at the first meeting of the fall semester. Meetings will be scheduled once a month by the Co-Chairs, with additional meetings scheduled as necessary. Enrollment Management Committee meetings will be open to anyone who wishes to attend. Minutes will be published in a timely manner and made widely available: e.g. posted on a website.

### 4. **Membership and Member Selection:**

The committee will have 9 voting members:

- 2 Co-Chairs (1 VPI designee, 1 VPSS designee)
- Minimum 5 Faculty representatives (Minimum 1 faculty from Counseling)
- Minimum 1 Student Services staff
- 1 Student Senate representative

In spring of each academic year, the Co-Chairs will announce the membership vacancies which will be given to the appropriate constituency group for final selection.

The First Co-Chair position is reserved for Student Services. The Second Co-Chair is reserved for Instruction.

- Management and Confidential Classified members will be appointed by the Superintendent/President designee.
- Academic Senate will appoint faculty members in consultation with the Superintendent/President designee.
- CSEA will appoint classified members as per their collective bargaining agreement.
- Student Senate will be responsible for selecting their student member in consultation with the Superintendent/President designee.

**5. Quorum:**

A quorum of the voting membership of the Committee must be present to take formal action on any item. A quorum will be defined at fifty percent plus one of the current semester's membership.

**6. Member Responsibilities:**

- All members will be responsible for making regular reports to their constituency groups.
- Any member unable to attend a meeting should notify the Co-Chairs in advance of missing the meeting.
- Members can expect to participate in possible ad hoc subcommittees to help complete specific tasks.
- Members who would like to be replaced for an approaching academic year will provide notice to the co-chairs prior to the May meeting.

**7. Co-Chairs Responsibilities:**

- Prepare the agendas.
- Chair Enrollment Management Committee meetings.
- Ensure the conduct of the Enrollment Management Committee business is communicated to the college community in a timely manner.
- Announce the membership vacancies which will be given to the appropriate constituency group for appointment in spring of each year.

**8. Enrollment Management Committee Bylaws:**

- Bylaws will be evaluated each year by the Enrollment Management Committee.
- A two-thirds majority of the voting membership may amend a bylaw.
- A two-thirds majority of the voting members present may suspend a bylaw for the purpose of a single meeting.

Approved by the Enrollment Management Committee: 9/9/25