

# Enrollment Management Committee

## Meeting Minutes

Wednesday, February 16, 2011

3:00 – 5:00 pm

Room 746

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Present: Morris Rodrigue, Melinda Kashuba, Toby Bodeen, Kevin O'Rorke, Lorelei Hartzler, Daniel Valdivia, James Crandall, Teresa Doyle, Joan Bosworth, Cathe Ledford, Teal Macmillan, Sheree Whaley,

Guests: Marc Beam, James Crooks, Andy Bloom

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Kevin introduced Marc Beam – our new Director of Research and Planning. Marc shared a little of his background and everyone introduced themselves.

**Approval of Minutes from 10/20/10** - The minutes were reviewed. Joan made a motion to accept the minutes of the 10/20/10 meeting and Teresa seconded. All agreed.

### **Standing Reports:**

**Morris & Teresa – Student Success/Basic Skills** - Teresa pointed out the handouts: ESL/Basic Skills Action Plan & Expenditure Plan.

Morris introduced James Crooks, an English faculty member, who discussed significant changes to the reading program. James explained that there is a clear distinction between basic skills and literacy. The literacy sequence courses are non-credit and can be repeated as often as needed, while the sequence of credit basic skills courses is designed to prepare students for transfer. In the past the credit courses were repeatable, but that option has been away for a variety of reasons. They have intensified the courses so that students have to pass it without the benefit of repeatability. If they don't, they can go back to the non-credit realm. Morris pointed out that they are trying to streamline things and get the students focused.

Andy Bloom, a Math faculty member, reported that he visited several Community Colleges last semester, reviewing their programs and discussing with faculty some of the things they are doing well. In response, the Math department has started a Learning Community – Math 101. This is aimed at students who are falling through the cracks in regular math classes. They have become a very close knit group, and the support provided will be helpful for these students as they move on to Math 102. This class is heavily populated with DSPS students. Foothill Community College is offering this course in an 8 unit format, which includes lab, lecture, and study skills.

**James – Technology Update** – James handed out a report that he had prepared – a brief rundown on the projects currently going on in IT relating to Student Services. He reviewed the following highlights:

- Datatel Portal – have started implementation of the new portal, which will be a replacement for the current MyShasta. The information presented to the user will be specific and tailored to that user. Install is scheduled, and they hope to have implementation for Fall semester.
- Roster Improvements
- Pre-Registration Summit – Brought together a large group of people who work with registration before spring registration to review and update various registration procedures.
- Completed projects:
  - Official Transcript
  - Positive Attendance Rosters
  - MATI Screen
  - Census Roster Notification
- The Matric MIS data was corrected – they found coding and data collection issues. Captured 98% of the students after making the corrections. They have resubmitted for summer and are working on Fall now. Kevin expressed how pleased he was about this!

Melinda asked about college email addresses. James explained that they are implementing Moodle, and it's more important than ever to have individual, correct email addresses for students. They will be inserting checks to make sure that there are email addresses in the applications, and then again when students try to enroll in an online course. If they don't have an email address on file, they won't be able to enroll in online courses. Collecting the emails will be more important than ever. Melinda asked why we can't just give everyone a shastacollege.edu address. James explained that we don't have the personnel to manage that, and we would also be liable for whatever they do on their account. Currently IT is looking at gmail, or something similar that is hosted elsewhere. They still need to figure out staffing and cost.

#### **Discussion/Action Items:**

**McConnell Foundation Retreat** - Kevin explained that on the first day of Spring semester, he and Kate Mahar attended an Education Summit put together by Tom Armelino (SCOE) at the McConnell Foundation. It's important for us to connect with the K-12 community. Kate and Kevin shared with them some thoughts on why some students were underprepared when coming to community college. This information was very enlightening to those who attended. They discussed some ways to remedy these issues, including the EAP (early assessment program). CSUs use the EAP tests for their entrance exams. This generated some positive conversation and networking. The power points from this retreat will be available on our website. If agreeable with the committee, Kevin suggested we review some of this information, decide what

suggestions this group can take back to the K-12 leadership, and also start taking a look at some of the demographic information and how it relates to our degrees/certificates.

**Enrollment Reports** – These reports show that the next population growth will be for the students who are currently in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade. We will have 10,000 fewer students coming out of the public schools than just over 5 years ago. This raises the question - will we need to change our curriculum to work with the re-entry students? Kevin discussed the top growth industries compared to the degrees and certificates we offer right now. EWD put together a sheet outlining this – it is listed under degrees and certificates on our website.

**Concurrent Enrollment Students** - Melinda commented that she has seen a dramatic increase in high school students enrolling in her courses online, which concerns her as she doesn't feel well equipped to work with 15 and 16 year old students. Some of the students are not qualified or ready to be here. Melinda explained that a charter school in town actually only provides classes for 9-10 grades, and then STRONGLY encourages 11-12 graders to attend Shasta College. Our current policy gives concurrent students the last registration time.

**Priority Registration Policy** - Kevin explained that we need to discuss what to do with our priority registration policy. There's a gap that is causing new students to get squeezed out. At what point will we tell ongoing students they have too many credits and will no longer get priority registration? Cathe pointed out that health care students will be coming back with degrees and units, and is concerned that this could negatively impact them.

Loralei explained the current Financial Aid policy: at 72 units they will no longer be eligible for Financial Aid. Nursing students have up to 105 units – due to all of the pre-requisites they have to take. Students have the right to petition this. 30 remedial units will be allowed (200 level) outside of the limit.

We will need to gather data:

- Breakdown of currently enrolled students
- Student Type
- Only units earned at Shasta College
- Unit breakdown
- Kevin will look at some other schools and how they are dealing with this

Marc suggested a refresher on what the priority registration rules currently are. Marc also suggested that we can look at students' course taking behavior (transfer students, basic skills students, lifelong learners).

Kevin stated that if this is a goal for the committee, we can probably come to a conclusion pretty quickly (before the end of the semester), but of course it will take

longer to implement any changes. Everyone agreed that this was a priority for the committee. We targeted Spring 2012 as a pilot semester for any policy change.

Loralei made a motion to adjourn at 4:40, Teresa seconded and all agreed. Our next meeting will be **Wednesday, March 16 at 3:00.**