

# Enrollment Management Committee

## Meeting Minutes

Wednesday, October 20, 2010

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, Gary Houser, Joan Bosworth

Guest: Joe Wyse

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**Basic Skills Initiative** - After introducing ourselves, Kevin asked Morris to give an update on the Basic Skills Initiative. Morris presented a power point, which is attached. He shared that the Initiative was started in 2007, with an Associate Dean in charge of it. Due to budget constraints, that position is gone. He reviewed the 5 year goals for the program:

- Relocate most campus wide learning centers to a new comprehensive learning center
- Enhance services to students campus wide in the new comprehensive learning center
- Hire and recruit faculty and staff that are motivated to work with basic skills students
- Work in conjunction with student services to implement procedures that will help to ensure basic skills students will receive proper support.
- Counseling and Enrollment Services will look at revising the matriculation process such that all non-exempt students that are registering the week before classes start, as well as those registering late, have mandatory orientation
- Look at developing orientations geared toward ESL and reading students
- Counselors in conjunction with basic skills faculty are looking at developing a collaborative one-to-one professional relationship between each basic skills instructor and a member of the counseling faculty
- The Research Office will be evaluating the effectiveness of our placement procedures and orientation as it pertains to basic skills students
- Incorporate ongoing faculty and staff development activities which promote effective practices within the basic skills area
- Implement and enhance programs that will bring together cohorts of basic skills students in interdisciplinary ways that include attention to reading, math and study skills
- Extend successful teaching/learning strategies from across the basic skills curriculum

- Increase the use of the learning centers by basic skills students
- Increase student participation in student development classes
- Use student learning outcomes as a means of improving student learning

He then reviewed what the program has been doing:

- Hired Basic Skill Student Success Coordinator/Student Development Instructor (Teresa Doyle)
- Basic Skills Student Success Workshop Series
- All recent full-time math hires have been at the basic skills level
- Faculty have updated or are updating curriculum with the intent of enhancing student success
- Provided financial support for faculty training including collaborating with the Invest In Our People Committee to bring OnCourse to Shasta College
- Provided financial support for significant upgrades in technology in both reading and ESL
- Collaborated with Counseling in order to provide targeted orientations of students placing in basic skills reading
- Student Success Learning Community tying together Math 101 and STU 1 courses
- Upcoming Math 101 Lab Learning Community
- Collaborating with other areas as it relates to supporting students in the Learning Resource Center

Morris also shared a graph which showed the results of these efforts. He hopes to gather more data in the future to continue to track the results of the Basic Skills Initiative.

**Update from Joe Wyse** – Joe passed out some worksheets to help explain the way FTES work. He entitled the worksheets “Scenario 1 – A Perfect World,” “Scenario 2 – A Perfect World – Taking Advantage of the Rules,” and “Scenario 3 – An Imperfect World & Where We Are Today.” Some general notes on these worksheets:

- Community colleges get one year of stability funding – if enrollment drops below cap in a given year, we still get paid at cap.
- Community colleges get 3 years of enrollment restoration – after one year of stability funding, we have 3 years to get back to cap and it counts as restoration, not growth.

- We can “bank” summer enrollment that crosses fiscal years. It can count in the current academic year, or be pushed forward into the next.
- When we are above cap, adding courses simply adds costs and does not bring in any more funding.

These worksheets showed the effects of stability funding as well as the reasons for banking summer FTES. Kevin pointed out that Shasta College is in a unique position, as a lot of our local public schools are facing declining enrollment, so we will have a lot fewer students enrolling from the high schools at the same time as the economy improves and people are going back to work. Joe also pointed out that with the current economic downturn, students don’t have jobs, and are taking more classes and finishing faster. While this trend helps success rates go up, we also see a slight dip in apportionment. Kevin remarked that this presentation was very helpful, and Joe is welcomed back at any time. We will get this information back out to our constituency groups.

**By-Laws** – Kevin commented that we will probably have to contact the Academic Senate regarding the vacancy on our committee. Kevin will touch base with Sue Loring, and if we have to adjust, we will. Melinda suggested we keep the Bylaws as simple as possible, and avoid any “fuzzy” language. She also suggested identifying the stakeholders – after some discussion, it was agreed that we would include an additional bullet point under number 1 - Scope and Function of the Enrollment Management Committee: “Provide information & relevant updates to the campus community.” There was some discussion over the bullet point “Wear the Shasta Hat!” – but after explaining that it meant to work as a unified group for the good of Shasta College, it was agreed to leave it as stated.

After some discussion, Teresa made a motion to approve the Bylaws as amended previously with the addition of the additional bullet point to provide information and relevant updates to the campus community. Toby seconded the motion, and all approved.

#### **Future Meetings:**

**November 17**  
**March 16**

**December 15**  
**April 20**

**January 19**  
**May 18**

**February 16**

All meetings will be at 3:00 in room 746.