



Enrollment Management Committee

Friday, March 27, 2015

L 201

10:00 – 11:00 a.m.

Agenda

1. Call to Order

- Sign in sheet
LaDonna Trimble/Duane Rumsey

2. Approval of Minutes

- Minutes from December 12, 2014
 - Approved
- Minutes from February 27, 2015
 - **Correction: Add for**
 - **Approve with a correction**
- Minutes from March 13, 2015
 - **Approved with a correction**LaDonna Trimble / Duane Rumsey

3. Change in Date and Time of Meeting for Fall 2015

- Would we like to have the meeting once a month
- Would we like to move the meeting from Friday mornings to a different day
- Room assignments based on any recommendations we have on day and time
- How often does things change (Nichelle)
- Lead to an action item that the committee needs to know about
- As a strategy we may want to committee to a scheduled time at least once a month and see if we can make quorum every time on a different day.
- Meetings to be held once a month but committee to the last day of the week of the month
- Possibly Wednesdays at 11 once a room is confirmed once a month on the fourth Friday of the month starting in the Fall

4. Discuss Accomplishment Form

- Look at what we have worked on this semester
- Emailing LaTara any suggestions thus far and can incorporate it in the next meeting
- Keeping it simple and its very streamline
- Send form to Nichelle and Michelle

5. Discuss Enrollment Management Plan

- Dean met with Meeta she send some data but it was not a written narrative
- The narrative is what goes with the data and that would be consistent with all of our documents
- Meeta will supply a narrative
- Narrative includes the planning wide document and AVC in numbers
- LaDonna to send to the group
- Know what our demographics are and who we are serving in the community
- There is a sub group already
- Dr. Vines, Angela, Kevin, Kyle, Duane

6. **Action Item**

- Enrollment Management goal
 - Goals are approved
- Elect EMC Representatives on SPC and BC
 - Kim for BC
 - Michelle, Kevin, Svetlana, to decide who would be on SPC and discuss at next meetin

7. **Open Discussion – All**

- Send out an email once room is booked
- Send out annual report form

8. **Meeting Adjourned**

10:36 AM

Enrollment Management Goals

- Meet base funding level per the Chancellor’s office plus two percent
- Align course offerings to give the highest priority to courses that advance students’ academic progress

Priorities from the 2014-15 Education Master Plan goals as identified by Administrative Council and reviewed and approved at the College Planning Retreat

- *First priority Goal #4:* The College will increase student success in Basic Skills and ESL.
- *Second Priority Goal #1:* The College as a community will provide students with an environment which supports learning and facilitates student success.
- *Third Priority Goal #3:* The College will expand and diversify Career Technical Education options for students.

2014-15 Meeting Schedule

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|---|--|-------------------------------|----------------------------|
| • September 12, 2014 – LIB 201 | • October 24, 2014 – LIB 201 | • February 27, 2015 – LIB 201 | • April 24, 2015 – LIB 201 |
| • September 26, 2014 – LIB 201 CANCELLED | • November 14, 2014 – LIB 201 CANCELLED | • March 13, 2015 – LIB 201 | • May 8, 2015 – LIB 201 |
| • October 10, 2014 – LIB 201 CANCELLED | • December 12, 2014 – LIB 201 | • March 27, 2015 – LIB 201 | • May 22, 2015- LIB 201 |