



ANTELOPE VALLEY COLLEGE

## Enrollment Management Committee

Friday, October 24, 2014

BE 246

10:00 – 11:00 a.m.

### Minutes

#### **Attendance:**

Duane Rumsey, Kevin Robles, Svetlana Deplazes, Lez Uhazy, Kyle Faber, Lisa Diaz, Kimberly Covell, Michelle Hernandez, Angela Koritsoglou, President Knudson, LaDonna Trimble

1. **Call to Order – LaDonna Trimble**
  - Sign in sheet
2. **Approval of Minutes – LaDonna Trimble**
  - Minutes from September 12, 2014
  - No corrections/minutes approved
  - Minutes will be posted on EMC group page
3. **Two Year Schedule of Classes – Dr. Bonnie Suderman, VP Academic Affairs**
  - Starting the work with Deans on the development of 2 year schedule
  - How to best meet the needs of students that want general education, night or online classes
  - Look at schedule from several aspects in order to cover all student needs
  - Look at the higher level course rotation so students can plan accordingly
  - Make the schedule more student friendly and Deans and chairs to have made a commitment to idealize what's possible and give students something they can count on. (LaDonna)
  - Important for students to complete the Ed goal they have sought out to complete (LaDonna)
  - Working with counseling on the front end to make sure we know what our students are studying and having our deans and chairs working to help look at what's offered each term, is going to provide our students with the tools to plan a two year schedule. (LaDonna)
4. **EMC responsibilities – Committee Members**
  - Come to meetings prepared
  - Read all documents prior to the meeting
  - If you have an agenda item that requires handouts, prepare and provide copies to the committee
  - Participate and give input during meetings
  - Be respectful of each other
5. **Mission Statement feedback – All**
6. **CCC Membership List (revised) – All**
  - Made change to composition list based on Pamela Ford's recommendations
  - Jill Zimmerman/Nichelle Williams sharing duties for FA Director (Michelle)
  - Added classified union President/Designee
  - Add Dr. to Meeta Goel (Svetlana)
  - Should have an appointed person from CMS by the next meeting (Michelle)

7. **EMC Goals – All**

- Our goals need to align with the Ed Master Plan
- Keep the campus goals in mind as we develop at least 2 goals for Enrollment Management
- Think about the possibility of looking at the scheduling patterns as it relates to basic skills, access, and success
- Draft goals and present at next meeting (LaDonna)

8. **Open Discussion – All**

- Dean Trimble and Duane will meet with President Knudson regarding Enrollment Management and the 2 year schedule.
- A schedule that will meet the needs of most students
- Do we have adequate classes to help our students complete their Ed goal and be prepared for the next level?

**President Knudson**

- Part of what has to occur to be effective is course sequencing, so the required courses for students and their programs are sequenced appropriately over a full year starting in fall with trailers in spring.
- GE courses that are scheduled first must meet the needs of the greatest number of students that have the highest priority
- From an enrollment stand point in the next 3-5 years enrollment may be flat. We can grow FTES by making sure we have seats for students so they can complete their course of study.
- Each semester there will be 1500 to 1600 sections offered. This will be how we sequence our courses and students move through. Basic skills classes will be made available.
- CSU will not accept any more than 60 units from a Community College.
- Extra planning will be required to make sure we are meeting the needs of the students.
- The Student Services Initiative requires completion and mandates of SB 1440 (ADT) provides our parameters.
- This committee can help with the leadership of the cause by providing 3 to 5 years of planning.
- Enrollment Management isn't just class schedules, it's everything in Admission and Records and student services that keeps the students here and gives them the opportunity to be successful.
- Community Colleges can enforce validated prerequisites
- This year we will receive 1.6 million dollars for student success initiative program. If we don't meet the bench marks our funding will be reduced.

9. **Meeting adjourned**

- Next meeting November 14, 2014
- 10:48 am

**2014-15 meeting schedule**

- |   |  |                                  |                               |
|---|--|----------------------------------|-------------------------------|
| • <del>September 12, 2014<br/>– LIB 201</del> | • <del>October 24, 2014 –<br/>BE 246</del>                 | • February 27, 2015 –<br>LIB 201 | • April 24, 2015 –<br>LIB 201 |
| • <del>September 26, 2014<br/>– LIB 201</del> | • <del>November 14, 2014<br/>– LIB<br/>201 CANCELLED</del> | • March 13, 2015 –<br>LIB 201    | • May 8, 2015 – LIB<br>201    |
| • <del>October 10, 2014 –<br/>CANCELLED</del> | • December 12, 2014<br>– LIB 201                           | • March 27, 2015 –<br>LIB 201    | • May 22, 2015- LIB<br>201    |