



Enrollment Management Committee

Friday, March 27, 2015

L 201

10:00 – 11:00 a.m.

Minutes

Attendance:

LaDonna Trimble, Duane Rumsey, Kevin Robles, Lisa Diaz, Kim Covell, Nichelle Williams, Michelle Hernandez, Katherine Mergliano, Dr. Suderman

1. Call to Order

- Sign in sheet
LaDonna Trimble/Duane Rumsey

2. Approval of Minutes

- Minutes from December 12, 2014
 - Approved as is
- Minutes from February 27, 2015
 - Approved with 1 correction
- Minutes from March 13, 2015
 - Approved with 1 correction
LaDonna Trimble / Duane Rumsey
- Corrections will be made and minutes will be posted on the Enrollment Management group page

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

- Discussion to have the meeting once a month and discussion to move the meeting from Friday morning
- Room assignments based on any recommendations we have in terms of a day and time
- As a strategy we may want to commit to a scheduled time once a month and expect to receive full attendance and make quorum each time.
- Committee is in agreement for meetings be held once a month in the last week of the month beginning fall 2015. The fourth Wednesday at 11:00 once a month beginning fall 2015 was suggested.
- Based on location, meeting may possibly change to Wednesdays at 11 once a month on the fourth week of the month beginning fall 2015

4. Discuss Accomplishment Form

- An opportunity for all the committees to close the loop in planning
- EMC goals will be added to the accomplishment form once they are approved
- Look at what we have worked on this semester and this year
- Committee members should email LaTara regarding accomplishments thus far and we will discuss the form at the next meeting

5. Discuss Enrollment Management Plan

- The scan narrative and data will include the Enrollment Management Plan
- The narrative may include the AVC in numbers data

	<ul style="list-style-type: none"> • The sub group to begin work on the EM plan are: <ul style="list-style-type: none"> ○ Dr. Vines, Angela Koritsoglou, Kevin Robles, Kyle Faber, Duane Rumsey 				
6.	<p>Action Item</p> <ul style="list-style-type: none"> • Enrollment Management goals <ul style="list-style-type: none"> ○ Committee approved the goals • Elect EMC Representative on SPC and BC <ul style="list-style-type: none"> ○ Kim Covell volunteered to represent Enrollment Management on the BC committee ○ Committee to decide on SPC and discuss at next meeting ○ Dean Trimble will report out for SPC until the committee appoints a representative 				
7.	<p>Open Discussion – All</p> <ul style="list-style-type: none"> • Send committee an email once room is reserved for fall 2015 (LaTara) • Send Committee members the Accomplishment form (LaTara) 				
8.	<p>Meeting adjourned</p> <ul style="list-style-type: none"> • 10:36 AM 				
	<p>Enrollment Management Goals</p> <ul style="list-style-type: none"> • 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 				
	<p>Priorities from the 2014-15 Education Master Plan goals as identified by Administrative Council and reviewed and approved at the College Planning Retreat</p> <ul style="list-style-type: none"> • <i>First priority Goal #4:</i> The College will increase student success in Basic Skills and ESL. • <i>Second Priority Goal #1:</i> The College as a community will provide students with an environment which supports learning and facilitates student success. • <i>Third Priority Goal #3:</i> The College will expand and diversify Career Technical Education options for students. 				
2014-15 Meeting Schedule					
	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;"> <ul style="list-style-type: none"> • September 12, 2014 – LIB 201 • September 26, 2014 – LIB 201 CANCELLED • October 10, 2014 – LIB 201 CANCELLED </td> <td style="width: 25%; vertical-align: top;"> <ul style="list-style-type: none"> • October 24, 2014 – LIB 201 • November 14, 2014 – LIB 201 CANCELLED • December 12, 2014 – LIB 201 </td> <td style="width: 25%; vertical-align: top;"> <ul style="list-style-type: none"> • February 27, 2015 – LIB 201 • March 13, 2015 – LIB 201 • March 27, 2015 – LIB 201 </td> <td style="width: 25%; vertical-align: top;"> <ul style="list-style-type: none"> • April 24, 2015 – LIB 201 • May 8, 2015 – LIB 201 • May 22, 2015- LIB 201 </td> </tr> </table>	<ul style="list-style-type: none"> • September 12, 2014 – LIB 201 • September 26, 2014 – LIB 201 CANCELLED • October 10, 2014 – LIB 201 CANCELLED 	<ul style="list-style-type: none"> • October 24, 2014 – LIB 201 • November 14, 2014 – LIB 201 CANCELLED • December 12, 2014 – LIB 201 	<ul style="list-style-type: none"> • February 27, 2015 – LIB 201 • March 13, 2015 – LIB 201 • March 27, 2015 – LIB 201 	<ul style="list-style-type: none"> • April 24, 2015 – LIB 201 • May 8, 2015 – LIB 201 • May 22, 2015- LIB 201
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