

Enrollment Management Meeting

Wednesday, April 22, 2026

L-201

11:00 am – 12:00 pm

Committee Members:

Dr. Idania Padron ~ Chair

Mariko Shimizu ~ Co-Chair

Nate Dillon

Kathryn Mitchell (Ex Officio)

Shami Brar (Ex Officio)

Daniel Conner

Dr. Jedidiah Lobos

Jenell Paul ~ Classified Union Rep

Alberto Mendoza Conzalez Larreynaga

Rosalind Brown

Vacant - Director of Financial Aid

Dr. Svetlana Deplazes

Vacant ~ Federation of Teachers Rep

Maria Espinoza-Schrock

Vacant ~ Faculty Rep

Diane Knippel

Anet Youkhana - Zoom

Dr. Rebecca Farley

Dr. Windy Franklin-Martinez

Leonardo Ayala

Vacant ~ ASO Rep

Dr. Sarah Harano

AGENDA

Items	Person(s) Responsible	Time	Action
INFORMATION/DISCUSSION ITEMS:			
I. Welcome	Dr. Windy Franklin Martinez	5 min	
II. Review and Approval of Minutes 3/25/26	Professor Mariko Shimizu	5 min	
III. EMC Budget Committee Rep Appointment	Dr. Windy Franklin Martinez	5 min	
IV. Committee Vision and Goals	Dr. Windy Franklin Martinez	20 min	
V. Noncredit Enrollment Growth Strategy	Dr. Windy Franklin Martinez	20 min	
VI. Future Agenda Topics	Dr. Windy Franklin Martinez	5 min	
FUTURE AGENDA ITEMS:			
May 20 th Open Enrollment Predictive Analysis Regarding Waitlists			
Next Meeting Date:			
May 27, 2026			

Enrollment Management Meeting

Wednesday, April 22, 2026

L-201

11:00 am – 12:00 pm

Committee Members:

Dr. Idania Padron ~ Chair - absent

Mariko Shimizu ~ Co-Chair

Nate Dillon - Zoom

Kathryn Mitchell (Ex Officio)

Shami Brar (Ex Officio) - absent

Daniel Conner - absent

Dr. Jedidiah Lobos - absent

Jenell Paul ~ Classified Union Rep

Alberto Mendoza Conzalez Larreynaga - absent

Rosalind Brown

Samuel Trejo - Director of Financial Aid

Dr. Svetlana Deplazes

Vacant ~ Federation of Teachers Rep

Maria Espinoza-Schrock

Vacant ~ Faculty Rep

Diane Knippel - absent

Anet Youkhana - Zoom

Dr. Rebecca Farley - absent

Dr. Windy Franklin-Martinez

Leonardo Ayala

Yvain Quintero ~ ASO Rep

Dr. Sarah Harano

AGENDA

Items	Person(s) Responsible	Time	Action
INFORMATION/DISCUSSION ITEMS:			
I. Welcome	Dr. Windy Franklin Martinez	5 min	Replace the vacant Director of FA with Samuel Trejo, add an ASO representative, and determine whether the faculty representative role can be part-time so the position can be filled.
II. Review and Approval of Minutes 3/25/26	Professor Mariko Shimizu	5 min	The minutes were approved with corrections.
III. EMC Budget Committee Rep Appointment	Dr. Windy Franklin Martinez	5 min	Dr. Deplazes will represent EMC.

IV. Committee Vision and Goals	Dr. Windy Franklin Martinez	20 min	Dean Windy has been reviewing students close to graduation, particularly those with 45+ units, while Anet is working to break the data down by major. The goal in sharing this information is to better understand what course offerings are needed to help students move through the pipeline. Dean Dillon noted that waitlist data will be used for predictive analysis in collaboration with another group, with plans to bring those findings back for review. There is currently an excess of student data in Nate's reports. "Schedule Palooza" will take place later, and Nate and VP Mitchell will share updates with the group once it is scheduled. For the next meeting with faculty chairs and deans, time will be extended, and different individuals will present demos, including academic specialists. The focus will be on improving scheduling effectiveness, with a session planned for May 22, and VP Mitchell will send additional details. Some of this information may be shared with the committee once it is organized.
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V. Noncredit Enrollment Growth Strategy	Dr. Windy Franklin Martinez	20 min	Noncredit offerings have been steadily expanding, including a broad range of courses beyond ESL. Many overlap with corporate and community education, particularly corporate education, with partnerships developing in areas such as engineering and AI. The next step is to expand these areas and create mirrored versions of credit courses. Some existing noncredit courses, such as music classes that students repeatedly audit, could be mirrored to allow continued participation, while others may transition from noncredit to credit, creating clearer pathways into credit programs. Director Brown has been tasked with developing a plan for adult dual enrollment and is still exploring its requirements. When an MOU is not required, adult students must be tied to an adult education program and may take courses with certain restrictions while still receiving dual enrollment benefits. The approach may involve identifying an adult education program and piloting it without an MOU, though there is consideration that one may still be needed similar to CCAP agreements. Discussions also highlighted considerations around soft skills and technology. It was confirmed that 8th-grade students can be special admits, and an upcoming meeting with Eastside School will explore a “Bridge to Scholars” concept. This would allow 8th-grade students to complete a noncredit college readiness certificate (2–4 classes), preparing them to transition into CCAP and then dual enrollment courses. The meeting also includes interest from Cole Middle School, with the idea that early exposure could strengthen pathways into higher education. Antelope Valley Adult Education is currently connected through CCAP with the high school district, and there should be a clearer pathway from adult education into the college. The VPAA is exploring additional aspects of this, and Director Brown will coordinate with the VPAA to ensure alignment. Cole Middle School serves a largely low-income population,
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		and many students may not initially see themselves as college-bound. Strengthening outreach at the 8th-grade level could help build early interest and engagement. There is also discussion of earlier outreach, including possible engagement with 7th-grade students and campus tours for 8th graders. The district appears to be moving away from allowing 9th graders in dual enrollment courses. A proposal for a noncredit summer bridge pilot is being considered, where dual enrollment students and their parents could participate in noncredit classes, using the Learning Center for support and easing students into the college environment. ESL programs have identified that many students struggle with technology, including platforms like Canvas, and there is interest in offering noncredit basic computer skills courses to address this need. Overall, there is appreciation for the vision of serving marginalized and nontraditional populations, introducing students and families to the college environment early, and positioning the college as an accessible place for all. Regarding noncredit enrollment goals, there are currently over 20 offerings, with continued exploration of enhanced funding areas and growth opportunities. While the exact number of new courses in development is unclear, noncredit education is seen as a strong pathway for creating stackable certificates aligned with state and national requirements.
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VI. Future Agenda Topics	Dr. Windy Franklin Martinez	5 min	“One more” item for fall could serve as a close-out topic when the VP returns before the break. A waitlist review should be scheduled for future meetings. Dual enrollment will become a larger part of discussions, so information can be shared back with faculty, particularly given its potential growth, and both credit and noncredit dual enrollment should be included to gather feedback. There is concern about initiative fatigue due to the number of priorities coming from the Chancellor’s Office, especially those tied to improving transfer and graduation rates, though funding is tied to success in these areas. It was suggested that a future meeting includes discussion on whether noncredit efforts contribute to credit outcomes, as this may need to be part of the overall strategy. A reminder was given that the last SEM Academy meeting of the semester is May 15 in Irvine. Priority registration begins May 5, with open registration on May 20. IERP is currently conducting a student engagement survey but has only received 21 responses out of 271 students so far, with a goal of reaching at least 1,000 responses. An email invitation was sent and a text message will follow, with a request for ASO support, Canvas announcements, and more aggressive promotion. Previously, the survey was administered in classrooms, which yielded higher participation but required significant time and effort. The shift from full-time to part-time students has also affected participation rates. The survey will remain open online through May 6, with text outreach expected to improve response rates. Eligibility is limited to students aged 18 and over, excluding those in bachelor’s programs, and focuses on credit students.
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