



Enrollment Management Meeting

Idania Padron (Reyes) ~ Chair
 Hal Huntsman ~ Co-Chair
 Dr. Kathy Bakhit ~ Member (Ex Officio)
 Shaminder Brar ~ Member (Ex Officio) - Absent
 Daniel Conner ~ Member - Absent
 Dr. Jedidiah Lobos ~ Member
 Jenell Paul ~ AVC Classified Union Representative - absent
 Alberto Mendoza Conzalez Larreynaga ~ Member
 Rosalind Brown - Outreach ~ Member
 Dr. Aurora Burd ~ Member - Absent
 Mariko Shimizu ~ Member
 Walter Briggs ~ Member
 Alejandro Guzman ~ Member - Absent
 Anet Youkhana – Absent
 Dr. Rebecca Farley ~ Member

Other:
 Angela Urbanoski - Sr Admin Assistant VPSS

Wednesday, November 13, 2024
 L-201
 11:00 am – 12:00 pm

AGENDA

Items	Person(s) Responsible	Time	Action
INFORMATION/DISCUSSION ITEMS:			
I. Welcome	Idania Padron	5 minutes	
II. Review and Approval of Minutes, 9/25/24	Idania Padron	5 minutes	<p>The meeting on 9/25/24 did not meet quorum, so the notes from that session are not eligible for approval and will not be posted on the website.</p> <p>There are past meeting minutes that have also not been approved and will need to be revisited.</p>

			<p>To improve quorum for future meetings, it may be helpful to have all members designate a proxy. Consider putting out a call for proxy assignments.</p> <p>Additionally, proposing a new meeting time—such as the second Wednesday at 2:30 pm—could support attendance.</p>
III. Review Purpose and Committee Composition	All	20 minutes	<p>The committee reviewed the current member list and identified vacant positions. Discussion followed on how these vacancies should be filled and whether this is mandated by any AP/BP policies or decided internally by the committee.</p> <p>During the review of the committee's composition, there was a question about updating certain titles, such as Director of Outreach and Equity Representative, to reflect current roles. Members also discussed the number of faculty representatives needed. While some questioned the necessity of multiple faculty members, there was agreement that faculty representation should not be reduced, as their voice is essential to the committee's work. It was suggested that, when calling for two additional faculty members, they consider specific types, such as counselors or representatives from CTE, business, or health and safety science. Currently, Mariko represents non-CTE and non-counseling faculty.</p> <p>The committee discussed the implications of designating specific roles, including how these designations impact quorum requirements if members don't attend meetings. Questions were raised about whether there are rules on missed meetings, similar to the Senate's practice of tracking member attendance. In the Senate, committee members who miss three meetings may be removed without a</p>

		<p>proxy, though in practice, members are contacted to confirm their intentions. Attendance records from previous meetings are available, and the committee debated whether to use this information as the basis for attendance discussions. However, members agreed it might not be fair to use past records, as meetings have not been consistent. Moving forward, the committee will establish a clearer attendance policy and encourage members to identify designated proxies who can attend in their place when necessary.</p> <p>During the review of AP/BP references, it was confirmed that AP 5300 is unrelated to enrollment. Instead, AP 2510 mentions this committee. There was also a discussion regarding the term length for committee members. The Senate practice sets terms to begin on the first day of the fall semester and end the day before the following fall semester begins. Members agreed that term end dates should remain consistent, regardless of when a term starts. It was recommended to connect with Aurora, who is diligent in tracking these details, to confirm her term end date.</p> <p>The following changes were noted for committee membership:</p> <ul style="list-style-type: none"> • Replace Windy with Idania as Chair. Idania may serve in two capacities. • Tangalakis will be added as the Financial Aid representative. • For IERP, Dr. Farley will fill the role temporarily during the transition period until it's backfilled. • Verify with Anet if she is able to attend or if she needs a proxy. • The vacant AA Dean position could benefit from a data representative; Alex from Distance Ed may be
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			<p>suitable, or it might be filled by someone from instructional support. CMS is recommended to remain under Admissions and Records, with Alex as a potential proxy for the dean if available. The VPAA will confirm.</p> <ul style="list-style-type: none"> • Dean Windy will take on the CMS position to support Keina Miranda in Admissions and Records. The Student Support Dean role will remain vacant until filled. • Rosalind will continue but may need a designated proxy. • The VPSS office will reach out to ASO again to confirm a student representative, as there is currently no one assigned. • Hal will identify two additional appointments. He will be one, with Walter under faculty representation, so only one additional faculty member is needed. • Mariko's term will be updated to end in 2027. • Walter's term will end in December 2026, adhering to a three-year term that concludes in August 2026. <p>Angela will make the necessary updates and bring them back to the committee for review.</p>
IV. Skinny Enrollment Management Plan 23-24	All	15 minutes	<p>Last spring, the committee met to work on the "skinny plan." The committee reviewed if it was still valid. There was a discussion about whether the plan was formally submitted anywhere or if it's a requirement for accreditation or another purpose. It might need to be submitted to strategic planning or the CCC; if it's an accreditation requirement, it's likely an internal one.</p>

		<p>It's suggested that, moving forward, the committee examine the student experience as a complete pipeline—from middle school through graduation, transfer, or certification. The committee should identify where students are being lost, review existing documents, and assess project ideas that can help bridge any gaps without starting from scratch, as useful information is already available.</p> <p>In the past, LaDonna used post-its, Excel sheets, and data from IERP to analyze standing. However, the current skinny plan doesn't show the rationale behind certain decisions. VPSS to connect with Latara for this information.</p> <p>The plan is considered outdated; the committee needs to plan ahead for 2025-26, with a significant focus on reaching 10,000 enrollments. Currently, the necessary numbers are lacking. It would be useful to start future meetings with the current FTE count and trajectory to discuss actionable steps to meet targets, rather than depending on summer enrollments to close gaps. Spring enrollments are lower than fall, and retention between terms is a challenge.</p> <p>The committee should start with clear outcomes in mind and establish specific tracking points to meet goals.</p> <p>The committee hasn't yet had access to data that identifies which student groups are more successful or where the FTE gap lies. This data could serve as a foundation for targeted actions, empowering subgroups to contribute effectively to enrollment goals.</p> <p>Next Steps:</p> <p>Bring relevant data for the next meeting.</p>
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V. Committee Goals	All	15 minutes	Bring back
FUTURE AGENDA ITEMS:			
Next Meeting Date:			
December 11, 2024			