ENROLLMENT MANAGEMENT COMMITTEE

Tuesday, April 15, 2025, 3:30-5:00 p.m., via Zoom

DRAFT MINUTES

Voting Members Present:

Claire Coyne (Co-chair)	Andy Gonis	Dr. Jeffrey Lamb
Dr. Matthew Morin (Co-chair)	Dr. Maria Dela Cruz	Kelly Nguyen
Mark DeAsis (Co-chair)	Dr. Marvin Gabut	Andrea Picchi
Huong Banh	Dr. Daniel Martinez	Kristen Robinson
Alan Casas	Dr. Greg Toya	

1. Call to Order and Quorum Check

- The meeting was called to order, but it was noted that a quorum had not yet been established.

- The committee agreed to proceed with information items until quorum could be reached.

2. Fraudulent Student Enrollment Update

- **Presenter:** Mark DeAsis

- Mark provided an update on fraudulent student enrollment, highlighting:

    o A significant reduction in the number of fraudulent accounts due to the implementation of AI filters and registration blocks.

    o The number of "1-PF" and "2-PF" students expected in the summer and fall terms has dropped substantially.

    o Kristen Robinson noted that she had no PFs (probationary fraudulent students) on her roster for late-start classes this term, a positive sign of progress.

3. Establishment of Quorum

- Quorum was reached during the information items discussion.

- The committee returned to official business and:

    o Approved the agenda.

    o Approved the minutes from the prior meeting.

- o Both actions passed

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4. Enrollment Management Academy – July in San Diego

- **Presenter:** Dr. Matthew Morin

- Matt shared that a group has registered for the upcoming academy:

  - o Participants include Dr. Matthew Morin, Mark DeAsis, and Dr. Daniel Martinez.

  - o Three additional spots are available, with the hope that at least two will be filled by faculty members.

- The committee discussed potential goals for the academy.

  - o Dr. Daniel Martinez shared that last year's academy helped develop the current enrollment dashboards in use for division planning.

  - o Dr. Hubbard suggested that this year's focus should be on using student education plans to guide scheduling, helping to create a tighter connection between student needs and FTES projections.

  - o Dr. Martinez agreed to distribute documents from last year's academy to aid in planning discussions.

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5. Proposed FTES Planning and Scheduling Process

- **Presenter:** Dr. Matthew Morin

- Matt outlined a proposed FTES planning process grounded in prior committee discussions. Key principles include:

  - o A **bottom-up approach** driven by department chairs and faculty using local expertise and dashboard data.

  - o An **executive-level overlay** establishing institutional targets based on budget projections, policy changes, and statewide trends.

- The proposed process includes the following phased approach:

Phase 1: Simultaneous Planning

- Department chairs and faculty review historical FTES and enrollment data using the Enrollment Management Dashboard to develop local FTES projections.

- Simultaneously, the executive leadership team (VPs and Deans) establish an institutional FTES target using SCFF and budgetary context.

Phase 2: Reconciliation

- Departmental and institutional targets are reviewed together in the EMC to ensure alignment and identify gaps or overages.

Phase 3: Scheduling Template Input

- Department chairs input proposed section counts by modality into a scheduling tool provided by the Office of Research, based on their FTES projections.

Phase 4: Unstaffed Schedule Development

- Departments build an unstaffed schedule reflecting the agreed-upon section targets.

- This unstaffed schedule serves as a planning tool and a basis for faculty assignment in the next scheduling cycle.

Phase 5: Real-Time Tracking

- The Research Office maintains a live dashboard showing:

    o Section build progress

    o Enrollment in built sections

    o Actual FTES against targets

- This allows for real-time monitoring and adjustment during registration periods.

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6. Next Steps

- Dr. Lamb emphasized the need for this committee to finalize and operationalize the planning process by fall.

- The committee will continue to review and revise the proposed FTES planning workflow in the next meetings, informed by academy planning discussions.

Adjournment: meeting was adjourned at 5:05PM