



ENROLLMENT MANAGEMENT COMMITTEE

Tuesday, March 19, 2024, 3:30-5:00 p.m., via Zoom

MINUTES

Voting Members Present:

Dr. Jeffrey Lamb (Chair)
Huong Banh
Dr. Kristi Blackburn
Dr. Sara Butler
Lorena Chavez
Dalilah Davaloz
Mark DeAsis

Dr. Maria Dela Cruz
Dr. Marvin Gabut
Dr. Javier Galvan
Madeline Grant
Dr. Bart Hoffman
Dr Vaniethia Hubbard
Crystal Jenkins

Dr. James Kennedy
Robert Manson
Dr. Daniel Martinez
Leo Pastrana
Maribel Pineda
John Tashima
Dr. Gregory Toya

Call to Order: Dr. Jeffrey Lamb called the meeting to order at 3:33 p.m.

Enrollment

Dr. Lamb shared enrollment updates for Spring 2024, indicating a 16% increase in headcount and a 8.3% growth in FTES. He also reviewed the efficiency measures such as FTES/FTEF and Section Count. Dr. James Kennedy reported a 28% growth in non-credit, with projected total FTES over 6,000 for the year.

Follow-up from Last Meeting

As a follow-up to the last meeting, Dr. Lamb provided an overview of the practice of borrowing FTES to meet targets, explaining its implications and benefits. Dr. Bart Hoffman provided insights into the fiscal impacts and future projections.

Class Maximums

Madeline Grant shared that a workgroup has been developed, and faculty are looking into documentation to outline the class maximum processes. The workgroup is engaged with Santiago Canyon who's had a process in place for two years, as well as FARSCCD for a work/environment perspective. The goal is to establish a process that is part of the curriculum development process. This would provide an initial upload for established/historical class maximums hopefully this semester and then working to implement a process for adjustments as needed based on conversations with faculty and in consultation with administrators. Dr. Lamb added that managers just received copies of the proposed process and will be taking a closer look to the data being examined, the desired outcomes and accountability measures in place if/when changes to caps are made. Dr. Lamb commended the work completed by faculty so far and emphasized the importance of District and FARSCCD voices regarding workload and the potential fiscal impact of any changes as well.

Outcomes from Last Meeting

The committee reviewed the draft purpose statement from the last meeting and finalized a first read as follows:

The Enrollment Management Committee is charged to develop a holistic, comprehensive, and data-informed integrated enrollment management approach that is fiscally responsible by reviewing and integrating information from multiple sources to make recommendations on course scheduling, instructional programs, marketing and student support strategies to enhance equity in access, success, persistence, and goal attainment.

Dr. Lamb advised that following the committee's review of the proposed Educational Master Plan, a second read of the purpose statement would be agendaized to ensure they feel linked as we move forward with a new Enrollment Management Plan.

The committee reviewed the SEM cycle again which informs the link between the two plans.

Approval of Minutes

Dr. Lamb called for a motion to approve the minutes for the February 20, 2024, meeting as presented.

Dr. Bart Hoffman motioned, Dr. Javier Galvan seconded, no oppositions or abstentions, all in favor, the motion carried unanimously.

Educational Master Plan Update/Link

Claire Coyne provided insights into the collaborative effort behind the plan's development, and the final goals and objectives chosen to align with strategic directions approved by the board. Claire emphasized the incorporation of feedback from listening sessions. Leo Pastrana highlighted the interdisciplinary collaboration in the plan's development, as well as a personal learning experience.

Dr. Lamb shared the draft educational master plan for the committee's preview. He emphasized the importance of understanding external and internal environmental scans, recommended reviewing trends and feedback for informed decision-making, as well as the challenges and opportunities, including enrollment stabilization and growth. The draft plan will be shared out for the committee to review.

Calculating & Understanding FTES

Dr. Lamb shared a presentation on Calculating and Understanding FTES & Productivity from a recent SEM Academy. He will be presenting shortly to Senate on this topic and based on their feedback, will share additional insight on the topic with this committee.

Completion Agenda Reports

Catalog Workgroup

Dr. Sara Butler provided updates on the catalog workgroup, they are currently soliciting feedback on sample catalog models and will bring back to CIC and Senate. Dr. Lamb asked Dr. Butler to ensure the inclusion of Student Services and Counseling voices, as well as student input, on this topic.

Program Mapping

Dr. Butler shared that the Program Mapping workgroup meets the next day and looking to bake this work into the curriculum process. She will have more to report at the next committee meeting.

Credit for Prior Learning (CPL)

Dr. Butler and Mark DeAsis shared insights on CPL processes and uniformity across institutions. A draft dynamic form has been developed and will be collecting feedback from CIC, Senate and College Council. Madeline Grant raised concerns about consistency in processes and documentation between SAC and SCC. Dr. Lamb has mentioned our work to SCC Senate President Craig Rutan and encouraged him to reach out to Dr. Butler on this topic.

Inmate Education

Dr. Lamb provided an overview of the recent meeting on inmate education efforts and opportunities. He discussed the existing connections between credit, non-credit work, and criminal justice academies. Dr. Butler highlighted presentations received from non-credit representatives and Project Rise. More updates will be shared as the workgroup proceeds.

Next Meeting and Adjournment

The next meeting is scheduled for April 16, 2024 3:30-5:00 p.m. via Zoom. Dr. Jeffrey Lamb adjourned the meeting at 4:34 p.m.