

Enrollment Management Committee

Meeting Minutes

Thursday, March 23, 2017

Members present: Jessica Araujo, Rosie Avetisian (ASU), Vernon Bridges, Jennifer Borucki, Steve Castillo, Fay Dea, Ashley Dunn, Amadeo Quilici, Barbara Schneider, Hao Xie.

Agenda was approved.

Minutes of February 23 were approved.

Enrollment Update

18 sections are being offered as part of the Spring 2017 late start. They are doing well, 84% full.
19 sections are being offered as part of Summer Session I from June 12-July 14.
31 sections will be offered as part of Summer Session II from July 17-August 18. FTES generated by Summer Session II will count towards the college's FTES for next fiscal year.

The Committee discussed the enrollment process for Summer and Fall. DEC will still be used for Summer registration, but PeopleSoft will be used for Fall registration. Ashley Dunn reported that approximately 40,000 students District-wide have not updated their email accounts. Students who do not update will not be able to register for Fall. District plans to send out emails to remind students to update or risk not being able to enroll for Fall. Beginning Fall, students will be administratively dropped from their classes if they have not paid their fees approximately one month before the start of Fall. Students will have an option to pay in three installments, which will allow them to keep their classes. Financial Aid will be under pressure to process financial aid grants and waivers more quickly given the new payment requirement.

Program Review Modules

Some comments were made the Enrollment Module prompts and process:

- 1) Module questions need to be more direct and more simply stated. Examples: Is your average class size enrollment lower or higher than the college's? Why? In which classes is enrollment increasing? Why? In which classes is enrollment decreasing? Why?
- 2) What is the purpose of the module questions about gender/race and ethnicity? Is the purpose to ask disciplines to encourage diversity in their enrollment reflecting the diversity of the college's overall enrollment? If so, the purpose should be clearly stated.
- 3) Deans should provide feedback on the discipline modules and require revision when necessary to ensure that the prompt questions are adequately addressed and the analysis of data is complete.

The summary of the Enrollment Module written by Matt Jordan was M/S/P unanimously with the following additions/changes:

- 1) In the module questions, ask the discipline to examine its retention data relative to the college's retention data.
- 2) Reword the sub-question of prompt two:
What strategies can be implemented by the department, college, and/or District to improve enrollment and retention?