

# Enrollment Management Committee

Meeting Minutes

Thursday, October 26, 2017

Members present: Jessica Araujo, Jennifer Borucki, Matthew Jordan, Ruby Christian-Brougham, Elmida Baghdaserians, Steve Castillo, Amadeo Quilici, Elizabeth Negrete, Tasos Sioukas, Vernon Bridges, Joel Trudgeon, Hector Salazar.

Minutes from the 09/28/17 meeting were approved.

## Enrollment Update

Little has changed since the previous meeting's enrollment report. As of the date of this meeting, all credit classes were 80% full. Late start classes were 82% full. The most recent District report shows LAVC down 10% from Fall 2016 to Fall 2017 (@600FTES = \$3 million). 22 additional sections have been added to the Winter schedule and additions are being reviewed for Spring 2018, which will include the creation of a 1<sup>st</sup> 8 Weeks session.

## Enrollment Program Review Module Evaluation

The following trends were identified in the program review modules:

1. Space limitations restricting class sizes
2. Need for marketing for departments/programs
3. Lack of full-time faculty in some disciplines negatively effects enrollments
4. Need to create department cultures that are inclusive of adjunct faculty
5. Additional online training to increase retention
6. Many departments mentioned a focus on creating pathways for students

Not everyone completed their program review module evaluations, so it was agreed that the Chair would review these modules and make adjustments to the trends if needed and submit these edits to the committee for review/approval.

## Enrollment Plan Tracking

The committee began discussing the progress that had been made on individual enrollment plan activities. Only one activity was discussed in the remaining time, which was the activity to host an annual Welcome Day. Several recommendations were articulated, including: have students RSVP, have more available staff to help students during the first week, and to color code building signs to align with color-coded maps. It was agreed that review and discussion of the enrollment plan would take up much of the committee's work this year and will be continued at the next meeting.

Meeting was adjourned at 3pm.