Enrollment Management Task Force Notes Friday, September 28, 2012, 9:00 AM Board Room

ATTENDANCE

Name	Title	Attended
Kathy Berry	VP for Academic Services	✓
Tina Aguirre	Dean of Health & Sciences	✓
Taylor Ruhl	Dean of Arts, Letters, & Learning Services	
Efrain Silva	Dean of Economic & Workforce Development	✓
Ted Ceasar	Dean of Counseling	✓
Sergio Lopez	Dean of Student Development & Campus Events	✓
Trinidad Arguelles	District Lead Counselor	✓
Rebecca Green	Director of Child, Family, and Consumer Sciences	
Craig Blek	Department Chair, Business	✓
David Drury	Department Chair, Exercise Wellness and Sports	✓
Daniel Gilison	Department Chair, Science	✓
Carol Hegarty	Department Chair, Humanities	✓
Jose Lopez	Department Chair, Industrial Technology	
Leticia Pastrana	Department Chair, English as a Second Language	✓
James Patterson	Department Chair, English	
Kevin White	Department Chair, Behavioral and Social Sciences	✓
Rick Castrapel	Coordinator, Math & Engineering	
Jose Ruiz	Coordinator, World Languages	
Edward Wells	Coordinator, P.O.S.T. (Administration of Justice)	✓
David Zielinski	Coordinator, Distance Education	✓
Terry Norris	Tutorial Specialist	✓
Cathy Zazueta	Librarian	
Dixie Krimm	Curriculum Specialist, Recorder	✓
Matthew Thale	Systems Analyst	✓
Visitors		

AGENDA ITEMS/DISCUSSION

A. Review of Schedule: Update and Issues

Data sheets provided for review. Kathy asked if any departments were done entering. Daniel stated that his department courses were all entered.

B. Part Time Faculty – Round Robin Selection

Kathy informed the committee that part time faculty would be given course selections using the round robin method.

C. Block Issues (time conflicts) - Dixie

There was a time conflict with courses that ended at 14:55 and courses that began at 14:55. Dixie provided an updated time block schedule that moved the courses that began at 14:55 to 15:05. The committee asked that the 17:20 block be moved to 17:30. The last time block now ends at 21:50. The committee agreed that the one day per week 4 unit course time block should be moved to 17:30 to allow working students to attend. An option was added for the 5 unit four days per week last time block to being at 17:30 and end at 18:40 to be used when the exception was needed.

D. Room Issues with 25 cap classes – solutions

Jose Ruiz stated that he had approximately 37 classes with no rooms. Craig Blek mentioned that some rooms may become available as they are making a few revisions which will allow more room availability. Kathy mentioned that following the meeting Matthew would be available to assist in finding rooms.

E. DE Classes

Kathy asked what courses were currently scheduled as DE. MATH 081, CIS 050, and maybe some PE courses were the responses.

F. Other Issues

None

G. Next Meeting

Classes that absolutely cannot be staffed will need to be replaced/shifted to other areas to keep up FTEs projections.

ADJOURNMENT