

**Enrollment Management Task Force  
Notes  
Thursday, November 29, 2012, 3:45 PM  
Board Room**

**ATTENDANCE**

<b>Name</b>	<b>Title</b>	<b>Attended</b>
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 & Enrollment Services	
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	✓
<i>Dixie Krimm</i>	<i>Curriculum Specialist, Recorder</i>	✓
<i>Matthew Thale</i>	<i>Systems Analyst</i>	✓
<i>Visitors</i>	<i>Eric Lehtonen</i>	

**AGENDA ITEMS/DISCUSSION**

**A. Spring Schedule Update: (Enrollment Update as of today) and Discussion/Comparison with last spring.**

- Review of estimated FTES (handout)
- ADG will be sending out a survey asking goals and reasons why students are attending
- 10 classes at zero enrollment – those courses were reviewed; reasons for zero enrollment included AJ course requirement that must be met prior to being able to enroll; apprenticeship courses that students enroll in at later dates.
- Interviews are being conducted for the Geography instructor; those course caps were set to zero to make sure an instructor was hired.

**B. Planning: Data requests for future planning.**

- FTES direct comparison for each class fill rates
- Fill rates for time blocks
- Closed section by time blocks
- David Zielinski is working on a blackboard shell to include data requests

- Waitlists – questions; how waitlist instructions are presented to students; are students getting the information effectively. The information is provided in the printed schedule document and online through the registration information pages but not on the page the students see when they are registering.
- Since Prop 30 has passed students have been asking for additional course sections. The passing of the proposition does not necessarily mean that sections are automatically added. A cost analysis shows that we are on track for expenditures (10.2 m budgeted for the year, 5.2 m estimated cost for Spring 2013). We are not going to be hiring instructors; the passing of Prop 30 made it possible to keep what courses have been scheduled; the only adding of classes will be swapping out low enrolled courses for ones that are we can assure will fill.
- Projection for summer – FCMAT advice was to have a full summer if one was planned. CTA will be asked to amend the summer calendar to have one summer that crosses from June to July in order to utilize FTES in either 12-13 or 13-14 academic years.
- Ted Cesar was asked to find out about Financial Aid deadlines in revising summer dates.

**C. January Retreat/Workshop/Expand Membership to include Chief Business Officer/ Chief Technology Officer**

- Kathy is going to invite Randy Lawson (FCMAT) to come to IVC in January and present to the committee methods for putting the schedule together based on FTEF. Kathy will provide dates later.
- Strategic Enrollment Management Plan needs to be developed from the Board down. Enrollment management is currently dependent on the CIO; for the future we need a plan that is consistent and not dependent on the CIO; input should come from all areas on campus and all must work better together to create and manage the plan.
- 2 year program mapping needed; if program is new it should address issues regarding how long it should be allowed to continue with low enrollment; traditionally new programs at IVC are given 5 years. When a new program is started all courses must be able to be offered within 2 years.
- Improvements need to be made to address issues regarding instructors and materials
- Program discontinuance information should be included in processes.
- Going forward this committee needs representative from all areas to assure a sustainable process.

**D. Next meeting**

- The next meeting will be held after winter break.

**ADJOURNMENT**