

**Enrollment Management Task Force  
Agenda  
Friday, November 16, 2012, 11:00am, Board Room**

**ATTENDANCE**

<b>Name</b>	<b>Title</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>	

**AGENDA ITEMS/DISCUSSION**

1. Spring Schedule Update: (Enrollment Update as of today) and Discussion/Comparison with last spring, what is different
2. Evaluation of process, what worked, what did not work?
3. Planning: Adoption of an Enrollment Management Plan (Discussion – Development of a Blackboard Enrollment Management Site for the Committee to share documents, Review the CCCCIO Enrollment Management Power point)
4. The Future: Need to create 2 year scheduling Roadmap that concentrates on Core Classes that allow students to complete on time (need to create maps)
  - a. Impact of loss of classrooms (will require a full day on Friday – need to get that message out)
  - b. What impact does the Student Success Taskforce have on the schedule
  - c. What impact will the TMC’s have on Schedule (60 unit degrees)
  - d. What impact does Restoration have on the Schedule over the next three years
  - e. Need to increase total average class size – this will change the matrix for schedule development (less percent of small classes, higher percent of large classes)
  - f. What impact will DE or hybrid classes have on scheduling

5. Working with Degree Works and Other Data Elements
6. Scheduling Tool – Set up a date for training
7. January Retreat/Workshop/Expand Membership to include Chief Business Officer/ Chief Technology Officer