Friday, March 22, 2013 11:00am

Board Room

Membership

√ Tina Aguirre Todd Finnell √ James Patterson √ Trinidad Arguelles √ Daniel Gilison Taylor Ruhl √ Kathy Berry Rick Goldsberry Jose Ruiz √ Craig Blek √ Efrain Silva Becky Green √ Susan Carreon √ Carol Hegarty √ Ed Wells √ Rick Castrapel √ Kevin White Jose Lopez √ Gloria Carmona Jill Nelipovich √ Cathy Zazueta √ Ted Ceasar √ Terry Norris √ David Zielinski √ David Drury Leticia Pastrana

Recorder: Melody Chronister

I. Summer 2013 Schedule Development Review

- A. Many challenges were faced in the development of the summer schedule.
 - 1. Planning phase started late
 - 2. Middle of accreditation visit
 - 3. Memorandum of Understanding with CTA on the use of multiple sessions in the summer term approved February 2013.
- B. Kathy apologized for not involving student services in the course selection process due to the rushed pace of the schedule development phase and Accreditation visit in March.
- C. Goals of the summer schedule were as follows:
 - 1. Completion and/or Transfer (1st session & 3rd session)
 - 2. CTE and Basic Skills (3rd session)
 - 3. Full restoration, which means 638 FTES ~180 session 1 + ~458 session 3 = ~638 FTES
- D. The multi-session summer brought with it many obstacles:

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- 1. First session started before high school students and universities have ended
- 2. Application issues due to high school completion date
- 3. Course schedule viewing confusion
- 4. Faculty availability in the 3rd session
- 5. No break between first and third sessions
- E. Marketing strategies for Summer
 - 1. Per Efrain, plans to get the word out to the students about the multisession summer terms are in the works with marketing consultant Bill Gay.
 - 2. Color coded the schedule for the students to recognize two separate sessions.
 - 3. Gloria is working with Student Services about notifying students
 - 4. Instructors were encouraged to bring it up in their Spring classes.

II. Fall 2013 Schedule Development

- A. Fall 2013 will be the last time we plan a semester schedule so close to the start of the term.
 - 1. The Spring 2013 schedule development will start in September
 - 2. The 2014-15 schedule will be planned in January 2014 (for entire year)
 - 3. Goal is to have FTES targets set and a budget built around those targets.
 - 4. Pam Deegan, consultant, sat down with the executive team for four hours prior to the enrollment management training session to provide feedback on FTES target and budget setting.
- B. Preliminary course selection, rooms, and time blocks to be submitted by March 31st.
 - 1. Counseling should be consulted during the selection process. Division chairs were encouraged to contact them.
 - 2. Kathy warned that the time blocks and/or rooms may change as needed to fit the courses in the limited number of classrooms available, and to allow for flow of student schedules.
 - 3. Course selection template previously provided by Daniel Gilison may be used if desired.



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- C. Fall 2013 "test" schedule is almost complete to determine if we have enough classrooms to reach our FTES targets for the year.
- D. New time blocks were passed out that included the addition of a Monday, Wednesday, Friday time block for 4 and 5 contact hours courses.
 - 1. Daniel Gilison suggested we add a one day a week 3 contact hour block on M/W since we do not have campus hour on those dates. Melody Chronister will do this and resend out the time blocks via email.
 - 2. Ed Wells asked about deviating from the blocks for "unique" courses that have 6+ contact hours. He was told to work with the Instruction Office on a case by case basis for these courses.

E. Program Pathways

- 1. Originally due in February, now that date is being pushed back to a later date to ensure the end product is of high quality. Too much was going on in February to allow for enough time to invest in this extensive project.
 - i. Budget/Program Review
 - ii. Accreditation
 - iii. Summer schedule development
- 2. Goal is to complete in time to start implementation in the 2014-15 academic year.
 - i. Allows for time to work with Student Services for transfer/G.E. patterns, student demand, and timing/quantity of offering specific G.E. courses.
 - 1. Ted Caesar offered to assign a counselor to work with each department if interested, just call him to setup a time.
 - ii. Allows us also to look at faculty availability for each program.
 - iii. Allows time to market the program pathways.
- 3. Kevin White suggested department take a look at their Transfer Model Curriculum and/or develop with working on their program pathway, as it may influence possible changes to the program pathway.

III. Next Meeting April 12, 2013

A. Discuss Enrollment Management Plan



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- 4. There is a need to create an official document as recommended by FCMAT and the Accreditation team. This is in the works and will be brought to the EMTF for review next meeting prior to being vetted through other committees.
- B. Review FTES targets for 2013-14 by year and term.
- C. Review 2013/14 Academic Calendar
- D. Develop Schedule Master Plan that is similar to the presentation given by Pam Deegan