1. **Summer 2013 Registration Data to Date**

   A. Began Monday (April 22\textsuperscript{nd}).
   
   B. Currently at 293 FTES. The FTES target is 680. Kathy feels optimistic that we will hit target. Her office will be monitoring the fill rate data daily, sending out updates to Instructional Council during registration.

2. **Fall 2013 Schedule Development**

   A. Reviewed list of counselor recommendations (Appendix A) for courses that were either missing altogether, missing at certain times, or over-scheduled. Discussion ensued; outcome added to Counseling document (see Appendix A).
   
   B. MATH060 was eliminated from the Fall schedule due to lack of faculty and need to review course outline in Curriculum.

3. **Schedule Development Timeline**

   A. Faculty selection deadline of 5/3/2013 communicated with the understanding that the new part-time faculty selection process is causing slight delays; but due to bookstore deadline it is imperative that we attempt to make deadline.
4. **Enrollment Management Plan Document**

   A. Kathy presented the IVC Enrollment Management Planning Cycle (Appendix B).
   B. The Enrollment Management Task Force supports the plan and recommends that it be presented to the other committees on campus in the fall semester when they return once the narrative has been developed. Kathy to develop the narrative with assistance from Student Services.

5. **Meeting Schedule**

   A. The Enrollment Management Task Force will not meet again this academic year. The plan for next academic year is to meet once a month on Friday mornings. Once date is confirmed a calendar invite will be sent.
Enrollment Management

Compilations of Counselor Suggestions

- **Music**
  - Decrease MUS 100 courses and include MUS 102 and 104 due to the number of reduction of students pursuing a Liberal Studies major.

**Academic Services Research Data**

MUS100 – 10 sections (2 unstaffed that may possibly be cancelled), over 100% average fill, would not cancel any sections if possible.

MUS102 – 4 Sections, 3 year trend (but does have high average fill, could offer 1-2 more if faculty available)

MUS104 Background: 1) Have not offered since 200920 2) It is recommended course for MUS major, but does not count towards not core or elective credits 3) CSUGE Area C1, IGETC Area 3A, IVCGE Area (but one of many options). Kathy suggested this be addressed in Curriculum Committee (possibly delete).

  - Add Speech 120 so that it can be used for the Communication Studies AA-T and GE.

**Academic Services Research Data**

Fill rate is not as strong with SPCH120, so it is offered yearly for program completion (every spring). Spring 2013 fill rate is 56% for the one section offered. Will be sure to offer Spring 2014.

  - Delete THEA 100.

**Academic Services Research Data**

Disagree with deletion recommendation for the following reasons: 1) Needed to assist in FTES accumulation, strong filling course, 120% fill rate when last offered. 2) It is elective to Communication Arts Degree, 3) CSUGE Area C1, IGETC Area3A, IVCGE AreaC.

- **English**
  - Reduce the number of ENGL 018 and 019 sections; no longer a graduation requirement

**Academic Services Research Data**

Already reduced significantly compared to last fall; went from 18 sections to 5 of ENGL018, and 19 sections to 6 for ENGL019.

- **SSVC:**
Balance the number of sections of COUN 100 and COUN 120 offered each semester.

**Academic Services Research Data**

Agree, Will do

- Mathematics
  - With the introduction of PSY 214 in the Fall 2013, the amount of MATH 119 courses should be reduced.

**Academic Services Research Data**

MATH119 is bottlenecked because we are not offering enough sections currently. Only one section of PSY214 is for general population; so would not agree with recommendation to reduce sections. Hopefully PSY214 will provide relief to current bottleneck situation.

- Math 170 section(s) in the Fall term.

**Academic Services Research Data**

Additional information needed – is there documented student demand? Currently MATH170 is only offered in spring semesters (and has been for 6 years), and average fill rate is only 55%.

- Science
  - More BIOL 206 offerings

**Academic Services Research Data**

Chair Daniel Gilison has explanation for the BIOL offerings.

- BSS
  - The increase of SOC 102 sections to serve students that are following Sociology TMC.

**Academic Services Research Data**

We are offering two sections of 102. This has been trend, with average fill of 90%. This data supports addition of 1 section if faculty available.

- Review need of HIST 222 and 223 by fill-rate percentage.

**Academic Services Research Data**

The HIST department cycles through high level HIST courses; this is how they came up with 222 and 223.

- More evening offerings of:
Enrollment Management Task Force - Notes
Friday, April 26 2013 11:00am
Board Room

- ANTH 102
- ART 100
- ART 102
- HIST 120
- HIST 121

**Academic Services Research Data**

Do not have faculty to teach additional evening courses of ANTH and ART. HIST already has evening sections, but this is a reduction of sections compared to last fall. We had to cancel an evening section in the spring, so the HIST department was cautious not to offer too many sections; but agree we may one to consider 1 additional section of both in the evening if have faculty available.

  - Suggest a slower introduction of PSY 214 with only a couple of sections.

**Academic Services Research Data**

2 of the 3 sections are for IVUP, so this is only offering 1 section to general population – a slow introduction.

- CDEV
  - CDEV 200 not offered?

**Academic Services Research Data**

Barely filled CDEV200 in Spring, not enough demand to offer every semester. Last fall fill was only 33%. Instead we are offering other CDEV courses that have not been offered in some time to assist with completion.

- Administration of Justice
  - More AJ 141 sections
  - Less AJ 106 sections

**Academic Services Research Data**

AJ141 had 2nd section cancelled this last 2 terms. Last time we offered 2 sections was spring 2012, and average fill rate was only 60%. This course is very costly to the district, and needs to have a high fill rate to offset this large cost, so we want to be careful not to offer too many sections.

Offered 4 sections of AJ106 FTF last fall, so this is a reduction of one FTF AJ106 this fall, as one is moving to online delivery method. Fill rates last fall were slightly lower than average, so will need to closely monitor these courses to see if we have enough demand for 4. Agree we may need to cancel one section.
IMPERIAL VALLEY COLLEGE
ENROLLMENT MANAGEMENT PROCESS CYCLE

1. Executive Council Sets Enrollment Management Framework based on Strategic Enrollment Plan
2. Business Division: Sets FTES Target and Budget Guidelines
3. Student Services: Student Course Needs based on Ed Plans and Advisement
4. Academic Services: Develops Schedule based on FTES Target, Budget Guidelines and Student Needs
5. Academic & Student Services Review Schedule/Adjustments Made
6. Outreach & Marketing of Schedule/Enrollment
7. Registration and Evaluation of Enrollment
8. Retention Strategies Implemented
9. Evaluation of Process -
**ENROLLMENT MANAGEMENT DEVELOPMENT TIME-LINE**

**2014-2015 ACADEMIC YEAR SCHEDULE DEVELOPMENT**

**2013-14 ACTIVITIES**

- **July - August**: Business Office sets FTES & Budget Parameters based on 2012-13 Base year (6559 FTES)
- **Sept - October**: Student Services develops projects student need based on Assessment, Student Ed Plans and Advisement
- **November - December**: Academic Services develops annual schedule based on Student Services information, data and funding parameters
- **January - February**: Annual Schedule (Fall, Spring & Summer) Reviewed/Adjusted
- **March - April**: Budget Developed based on projected schedule
- **(Prior to Each Term)**: Schedule Marketed
- **(Each Term)**: Retention Strategies implemented
- **End of Each Term**: Enrollment Management Process Evaluated