## Enrollment Management Task Force Notes Friday, November 16, 2012, 11:00am, 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 & 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	<b>√</b>
Dixie Krimm	Curriculum Specialist, Recorder	<b>√</b>
Matthew Thale	Systems Analyst	✓
Visitors		

## **AGENDA ITEMS/DISCUSSION**

- 1. Spring Schedule Update: (Enrollment Update as of today) and Discussion/Comparison with last spring, what is different
  - Matthew reviewed the updated enrollment information.
  - Last Spring student could enroll in up to 19 units and this Spring students can only enroll in 16 during priority registration.
  - Average units so far for Spring 13 is 10
  - Average units for last Spring was 11
  - Kathy CTA is negotiating an MOU; currently on the table to increase cap
- 2. Evaluation of process, what worked, what did not work?
  - Tina Aguirre the rollout of prioritization was confusing; liked the concept but needs a bit of work initially.
  - Kevin White it worked well in his department; his department was able to enter courses first due to higher caps; could understand the difficulty other may have had.
  - Carol Hegarty some of the rooms that needed to be dedicated to music due to the
    equipment in the rooms were scheduled by regular classes and it created some
    issues that had to be fixed.
  - Trinidad Arguelles it was good to see data during this process

- Tina Aguirre would like to see the data from Degree Works
- Matthew there are some canned reports in DW but it assumes that all students are active students.
- Ted Cesar working with IT to get data
- 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)
  - Next month FCMAT report will be public. Enrollment Management Comprehensive Plan will be made available to the campus.
  - START Committee developing blackboard collaboration; setting up discussion; repository for ideas/concepts.
  - David Zielinski will work on developing Power Point for blackboard collaborations.
  - CIO training (411) perfecting enrollment management Power Point reviewed.
- 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)
  - Pushing for 2 year roadmap. What courses are needed to complete two year program.
  - Capstone classes when planned and approved will not be cancelled.
  - Kathy Berry asking for input and for departments to look at degrees.
  - Craig Blek what happens when classes on path are full?
  - Kathy Berry those problems need to be addressed through the faculty prioritization process.
  - Kevin White it will help planning for summer to have discussions with data provided.
    - a. Impact of loss of classrooms (will require a full day on Friday need to get that message out)
      - 500 building will no longer be used beginning with the Fall 2013 semester.
      - Need to look at offering more classes during Fridays and afternoon blocks that have more availability.
      - Tina Aguirre we could ask faculty to do a survey to see if students would take classes on Fridays.
      - Sergio Lopez we will be launching a survey with students and could include a question about Friday and weekly afternoon classes.
      - Craig Blek suggested moving the evening classes out later to add an additional evening time block.
      - College hour to be evaluated by College Council; committee has been set up.
    - b. What impact does the Student Success Taskforce have on the schedule
      - There will be new requirements next Fall 2013
    - c. What impact will the TMC's have on Schedule (60 unit degrees)
      - No discussion

- d. What impact does Restoration have on the Schedule over the next three years
  - No discussion
- 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)
  - Our course blends need to be looked at; 56% of courses have an enrollment cap below 30; for every small cap class there needs to be a large class to offset.
  - An MOU is currently on the table to increase cap sizes
- f. What impact will DE or hybrid classes have on scheduling
  - Distance Education classes will be offered again in the Fall 2013 semester.
     Rational for number of online classes should be reviewed.
  - Kathy asked the DE committee to make a recommendation on how big the program should be.
  - David Zielinski will discuss at the next DE meeting
- 5. Working with Degree Works and Other Data Elements
  - Discussed under item 2.
- 6. Scheduling Tool Set up a date for training
  - Kathy Berry is working on bringing in a presenter in January to help facilitate the development of a 2 year roadmap
- 7. January Retreat/Workshop/Expand Membership to include Chief Business Officer/ Chief Technology Officer
  - Discussion to continue at next meeting.

## **ADJOURNMENT**