



Enrollment Management Task Force - Notes

Friday, November 22 2013 11:00am

2131- Assembly Room

Membership

√ Tina Aguirre	Todd Finnell	√ Brian McNeece
√ Trinidad Arguelles	Daniel Gilison	Jose Ruiz
√ Kathy Berry	Rick Goldsberry	√ Efrain Silva
√ Craig Blek	Becky Green	Ed Wells
Susan Carreon	√ Carol Hegarty	Kevin White
√ Rick Castrapel	√ Jose Lopez	Cathy Zazueta
Gloria Carmona	√ Terry Norris	Allyn Leon
√ Ted Ceasar	Edward Scheuerell	√ Veronica Soto
David Drury	√ James Patterson	

Recorder: Melody Chronister

1. Enrollment Management Administrative Procedure (AP)

VP Berry shared that the development of this AP has been a 5-year process. The AP begins at a global level and concludes with details to be carried out by individual areas. A copy of the AP was provided, and was reviewed in its entirety. It was pointed out that there may be slight changes to the document to align it with the recently revised Budget and Planning Calendar.

M/S/C Patterson/Blek to approve the Enrollment Management AP as presented, with minor edits to dates to align with Budget and Planning Calendar.

Motion Carried Unanimously.

2. 2014-15 FTES Preliminary Targets

Reviewed the FTES targets for 2014-15. Targets included a 1% growth factor for 2013-2014 and 1.5% for 2014-2015. A fill rate of 95% was used for these projections.

M/S/C Aguirre/Silva to accept the 2014-15 FTES Preliminary Targets.

Motion Carried Unanimously.

3. Q&A About Annual Schedule Development

Reviewed 2014-15 Schedule Development Timeline.

Transfer Director Soto inquired if program pathways were going to be used to develop these schedules, VP Berry confirmed they would. Transfer Director Soto requested that the pathways be sent to Counseling, so that they could use them when advising students. VP Berry indicated she would have Linda Amidon (Administrative Assistant) send them to Ted Ceasar, Dean of Counseling. VP Berry also confirmed that typically summer and winter intersessions are NOT to be included/required in the program pathways.



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3. Q&A About Annual Schedule Development (Continued)

Reviewed summer 2014 suggested offerings with an understanding that departments may want to change some courses, but must stay within their assigned FTES target. If additional courses are requested, the following must be provided to VP Berry for consideration:

- **Trend Data – Is this course impacted? Does it fill?**
- **Completion – Is it needed for completion? Proof required.**

Transfer Director Soto requested that Department Chairs focus on transfer degree courses when analyzing their summer course offerings; examples for Administration of Justice would be: AJ104 / AJ106 / AJ108.

VP Berry reminded the department chairs that summer course offerings are to be distributed throughout the day, afternoon, and evening.

Reviewed course enrollment data and time block chart data disseminated via email to department chairs. Departments are to pick from the time blocks assigned to them when developing the schedules for the 2014-15 year; dividing them up between program areas as needed. These time blocks included the new 3100 and 3200 CTE buildings scheduled to open in the Fall 2014 semester.