Friday, April 26 2013 11:00am

Board Room

Membership

√ Tina Aguirre √ James Patterson Todd Finnell √ Trinidad Arguelles √ Daniel Gilison Taylor Ruhl √ Kathy Berry Rick Goldsberry Jose Ruiz √ Craig Blek √ Efrain Silva Becky Green √ Ed Wells Susan Carreon Carol Hegarty √ 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

1. Summer 2013 Registration Data to Date

- A. Began Monday (April 22nd).
- 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.

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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.



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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).

o 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.

o 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.

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o 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
 - o 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.

o 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:

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- 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
 - o 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
 - o 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.



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IMPERIAL VALLEY COLLEGE ENROLLMENT MANAGEMENT PROCESS CYCLE





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ENROLLMEMT MANAGEMENT DEVELOPMENT TIME-LINE 2014-2015 ACADEMIC YEAR SCHEDULE DEVEOPMENT 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 bassed on Assessment, Student Ed Plans and Advisement

November - December: Academic Services develops annual schedule based on Student Services information, data and funding parameters

January - Febuary: Annual Schedule (Fall, Spring & Summer) Reviewed/Adjusted

March - Aprll -Budget Developed based on projected schedule

(Prior to Each Term) Schedule Marketed

(Each Term) Retention Stragies implemented

Enrollment Management Process Evaluated End of Each Term