

Cerritos College
Enrollment Management Committee Minutes

Wednesday, January 22, 2020

3:00 – 4:30 p.m.

LC-51

Present:	Dr. Linda Clowers	Absent:	ASCC Representative
	Nayeli Duenas		Faculty Senate Representative
	Dr. Daniel Gardner		Dr. April Griffin
	Dr. Shelia Hill		Dr. Amy Holzgang
	Rick Miranda		Sandy Marks
	Stephanie Murguia		Rachel Mason
	Dr. Linda Ramos		Dr. Dilcie Perez
	Berto Solis		Dr. Rosa Prado
	Traci Ukita		Anthony Rodriguez
	Graciela Vasquez (Marks)		
	Dr. Lynn Wang	Guest(s)	Dr. Frank Mixson

I. Approval of Minutes – November 27, 2019

There was a motion to approve the November 27 minutes by Ms. Murguia, and Dr. Gardner seconded the motion. The vote to approve the minutes was 4-0-6. Dr. Clowers, Ms. Duenas, Dr. Hill, Ms. Ukita, Ms. Vasquez, and Dr. Wang abstained. Dr. Ramos was not present for the vote.

Mr. Miranda introduced and welcomed Dr. Linda Clowers, Dean of Academic Affairs and Strategic Initiatives.

II. Students with 100+ Units

EMP Goal A: Strengthening the Culture of Completion

At its November 27 meeting, the committee agreed to appoint a small task force with Counseling, Admissions & Records, IERP, and Financial Aid staff and faculty to develop a strategy to identify these students to help them meet their goals as soon as possible. The committee agreed that Ms. Murguia would lead the task force and invite Dr. Sheela Hoyle, Mr. Solis, and Jamie Quiroz to meet and provide an update for the January 22 committee meeting.

Ms. Murguia stated that the task force met on December 9 and discussed the following:

- 300-400 students have not been awarded a degree, but may be eligible.
 - The committee discussed what we can query, what educational plans and course offerings affect these students, and most importantly, the importance of students understanding that they may not be eligible for payment of classes due to calculations of 100+ units on financial aid side.

A “W” grade affects financial aid limits, but does not affect enrollment limitations.

- There are also students with high unit majors such as science and engineering. These students haven’t earned a degree, but have accumulated many units.
 - The committee discussed how to reach out to students before they have 100 units, and possibly creating a template for query to alert students at ~80 units.
 - Degree Audit in PeopleSoft is not functioning to its fullest potential.
 - The committee also discussed branding the concept of 100 units, so that students don’t surpass 60 units without identifying a major or certificate.

Ms. Murguia stated she will reach out to Mr. Solis to review recency of these students. Mr. Miranda requested that Ms. Murguia identify deliverables when the task force meets again. There are currently many questions but no proposed solutions. He asked Ms. Murguia to present ideas or plans to move forward.

Mr. Miranda also asked that the task force discuss the following:

- Can we auto award students?
- How would we notify students they qualify for an award? How can we notify students who are close to 100 units?
- Review enrollment priorities and how to get students the classes they need.
- What resources are needed to utilize Degree Audit more effectively?
- How can we alert students who change majors that doing so may affect their financial aid, award eligibility, etc.?

There was also discussion regarding CCCApply, which is required to include General Education Plans A, B, and C by the state. However, this creates confusion for students, and many make their selection without thought so that they can move forward with the application process. All agreed that students will benefit from a more simplified application process. If the questions can be changed, a possible solution is to simply ask students if their goal is to transfer, and for counselors to choose the best plan for them.

The committee agreed to appoint a task force to go through the CCCApply process for other colleges and to share their experience with the committee. Dr. Gardner, Dr. Hill, Ms. Duenas, Dr. Ramos, and Ms. Ukita volunteered.

III. Enrollment Management Plan Task Force Update *EMP Goal F: Enhancing Organizational Effectiveness*

At its November 27 meeting, the committee appointed a small task force to explore fewer goals with long-term and short-term activities, review plans from other colleges, and develop a timeline for the new plan. Mr. Miranda stated that he met with Mr. Solis, Sonia Gonzalez, Dr. Griffin, and Dr. Frank Mixson to begin the work on December 10 and January 16, and another meeting is scheduled for January 23.

The task force reviewed the structure of the college’s past plan, and plans from other California community colleges. Our past plan included so many activities that it was not meaningful. A streamlined plan with 3-4 clear goals, fewer and trackable activities, and a

simple plan of action is what we need. The plan also needs to integrate with Guided Pathways and equity.

The college needs an analysis of its course scheduling practices to assess whether we are effectively scheduling courses, following the Intersegmental General Education Transfer Curriculum (IGETC) patterns, and successfully utilizing block scheduling. It is critical that course scheduling is based on our students' needs, so their input is an important component of the analysis. Ms. Murguia stated that she explored optional questions for CCCApply, such as preferred time blocks (morning, afternoon, evening). She stated that we need to review how we build the class schedule from a technological standpoint and to assess whether rolling classes from like to like sessions is the best and most efficient strategy.

Ms. Vasquez stated that customized support is also needed for students to succeed. Many students believe online courses are easier, and do not understand that they must possess certain skills to be successful in this type of course. Dr. Gardner stated faculty also need more support and professional development opportunities to learn how to be more effective and to utilize new tools to optimize pedagogy. Mr. Solis stated that he is exploring a survey instrument that can track students who drop classes, and the reasons why. A draft should be ready for the committee to review at its next meeting.

The committee agreed to appoint a task force to review data and class scheduling patterns. Mr. Miranda and Dr. Clowers will lead the effort and meet with Dr. Mixson, Dr. Ramos, Mr. Solis, Ms. Ukita, and Caitlin Mullins.

IV. Member Reports and Announcements

Dr. Mixson and the committee thanked Mr. Solis for doing a great job during his assignment as Acting Manager of IERP. The dashboard Mr. Solis developed is very useful and provides us with valuable information.

V. Next Meeting – Wednesday, February 19