

Cerritos College
Enrollment Management Committee Minutes
Wednesday, April 22, 2020
3:00 – 4:30 p.m.
Zoom

Present:	Rick Miranda	Absent:	Dr. Dilcie Perez
	Isabel Aguilar		ASCC Representative
	Dr. April Bracamontes		Nayeli Duenas
	Dr. Linda Clowers		Sandy Marks
	Dr. Daniel Gardner		Dr. Amy Holzgang
	Anthony Gonzalez		Dr. Rosa Prado
	Dr. Shelia Hill		
	Dr. Amber Hroch	Guest(s)	Dr. Lui Amador
	Rachel Mason		Dr. Frank Mixson
	Anthony Rodriguez		Dr. Gary Pritchard
	Yvette Tafoya		
	Traci Ukita		
	Dr. Lynn Wang		

I. Approval of Minutes – February 19, 2020

There was a motion to approve the February 19 minutes by Dr. Clowers and Ms. Ukita seconded the motion. The vote to approve the minutes was 9-0-4. Ms. Aguilar, Dr. Gardner, Dr. Hill, and Ms. Tafoya abstained.

II. Students with 100+ Units Task Force Update

EMP Goal A: Strengthening the Culture of Completion

Ms. Tafoya stated that IERP prepared reports of students with nearly 100 and 100+ units. Dr. Sheela Hoyle is working with the counseling department to develop a message to students, sent through their preferred email, so that they are aware of a new notification in their message center in myCerritos. Counseling will also look into contacting students through other methods such as phone, text, or mail. The goal is to make sure these students are aware of the 100+ units rule and understand their options.

III. Enrollment Management Plan Task Force Update

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that the task force was unable to meet in March due to urgent issues related to the conversion of classes to an online environment in response to COVID-19. The pandemic has created a large shift in education, and some of the changes will be permanent. There will be more online colleges, and Mr. Miranda echoed Dr. Bracamontes's statement in a different meeting that moving to an online infrastructure will facilitate an easier shift. The priority is to find solutions to continue offering classes to the best of our ability, and to serve as many students possible.

It has already been announced that summer will be completely online, and Dr. Fierro has initiated conversations about returning to campus in fall. Plans will be conservative with essential personnel on campus when needed. All lectures will remain online; classes that have both lecture and lab components will also be online, unless the lab component does not have an online option (e.g. woodworking, nursing, etc.). Those labs that must be offered face-to-face will be considered, accompanied with plans to comply with physical distancing mandates.

Dr. Hroch stated that IERP is compiling responses to a survey that was deployed to divisions and secretaries midway through the COVID-19 changes. Mr. Miranda stated that data previously collected needs to be reevaluated with where we are today, and our scheduling processes need to be adjusted.

Mr. Miranda reminded the committee that the college's SEM project is moving forward and there will be a dashboard developed to help guide and inform enrollment management conversations. Dr. Hroch stated that there is currently limited access related to data and dashboarding at Cerritos. Her goal is to have the CS250 daily enrollment reports available online in Tableau, so that real-time data can be pulled to view fill rates, and facilitate data-informed decision-making.

Dr. Mixson stated that the task force will meet to reevaluate the draft goals and activities in light of current conditions. An update will be provided to the committee at its next meeting.

IV. CCCApply Task Force Update
EMP Goal F: Enhancing Organizational Effectiveness

Ms. Ukita stated that for every major with an associate degree or certificate, the same major is listed multiple times. The college has ~240 majors currently listed, and we could reduce that to ~170 by condensing them. If students select a goal (complete an associate degree, associate degree for transfer, or certificate of achievement), and with the right supplemental questions, counselors could be able to determine which general education plan to attach, ideally before the student applies for graduation. For example, Citrus College has supplemental questions for transfer goals for selected majors. Dr. Hill stated that the plan is to have students begin the process of identifying their learning goals and potential major when they meet with a counselor. Dr. Wang stated that with regard to financial aid, students can explore up to 30 units without repercussion, and that a locking list applies after 60 units if the goal is an associate degree or transfer.

Dr. Hroch stated that the majors list is important so that IERP can report on the different types of majors by degree, certificate, etc. She stated that she will explore what the bare minimum is needed for accurate reporting, and will provide an update at the next meeting.

V. Class Scheduling Task Force Update
EMP Goal F: Enhancing Organizational Effectiveness

Dr. Clowers stated that the March 13 task force meeting was postponed due to COVID-19. The group is scheduled to meet on Wednesday, April 28, and the objectives include exploring current use and functionality of PeopleSoft and Schedule Plus to find ways to leverage existing systems to obtain information needed, and identifying the individuals who can function as sources of knowledge and help troubleshoot issues that may arise during the schedule production process. The task force will also be looking into 25Live functionality and its reporting feature to see if it could be helpful in the class scheduling process.

VI. Shared Governance Self-Evaluation Survey
EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that shared governance committees are asked to complete an annual self-evaluation to reflect on the committee's goals and accomplishments, and to develop goals for the upcoming year. This is part of an on-going process for self-assessment and continuous improvement. In previous years, the committee discussed and answered the questions as a collective group. This year, Dr. Hroch has converted the form to an online survey, which will be emailed to the committee members to complete individually. Results will be compiled during summer, and reviewed by the group in fall.

VII. Member Reports and Announcements

No reports.

VIII. Next meeting – Wednesday, May 20