

Cerritos College
Enrollment Management Committee Minutes
Wednesday, November 27, 2019
3:00 – 4:30 p.m.
LC-51

Present: Dr. Daniel Gardner
Rick Miranda
Stephanie Murguia
Dr. Dilcie Perez
Dr. Stephanie Rodriguez
Berto Solis

Absent: ASCC Representative
Nayeli Duenas
Dr. April Griffin
Dr. Shelia Hill
Dr. Amy Holzgang
Brittany Lundeen
Sandy Marks
Rachel Mason
Dr. Gary Pritchard
Linda Ramos
Anthony Rodriguez
Traci Ukita
Dr. Lynn Wang

Guest(s) None

I. Approval of Minutes – September 25, 2019

There was a motion to approve the September 25 minutes by Ms. Murguia and Mr. Solis seconded the motion. The vote to approve the minutes was 3-0-3. Mr. Miranda, Dr. Gardner, and Dr. Rodriguez abstained.

Mr. Miranda stated that the October 23 meeting was cancelled due to a conflict with the [Faculty Meet & Greet with Chancellor Oakley](#).

Mr. Miranda thanked all who contributed to the development of the ISER, whether they served as a lead for a standard, participated on a writing team, or provided feedback at the open forums or during meetings where the ISER was presented. On October 9, an email was sent to this committee requesting feedback and assistance for the second draft of the ISER, along with feedback forms. There were 7 standards identified as being the most relevant to the goals of this committee. The members were asked to take some time to review the report and form, and submit feedback by October 23. No feedback was received. However, the campus and the community still have the opportunity to review the draft, provide comments/feedback, or ask questions through the [Accreditation webpage](#) or via email at accreditation2020@cerritos.edu.

II. Students with 100+ Units

EMP Goal A: Strengthening the Culture of Completion

At its September 25 meeting, the committee discussed information related to students with 100+ cumulative units and agreed that data disaggregated by age would be helpful, and discussed building upon our intervention strategies, which includes requiring these students to meet with a counselor. Requests for specific disaggregated data were due to Mr. Solis by October 9. The committee was sent multiple reminders, and no requests were submitted.

Ms. Murguia stated that she and Mr. Solis discussed this item. Admissions & Records information is limited to students who take action to remove holds on their records so that they can enroll in classes. Mr. Solis stated that IERP can provide data about students who do not have 100 units and identify who they are, their course taking patterns, and demographics. This will help us determine how to put together an outreach initiative and disproportionate impact analysis.

Mr. Miranda asked if we can identify students with 100+ units who are eligible for awards. Ms. Murguia replied that there have been long discussions with regard to circular motions. It is difficult to review coursework against a pattern; we can compare units earned under a major, or look at home units to see if they qualify for awards. As an example, engineering students could be awarded for art coursework. Counseling Services has access to educational plans for specific majors. In order to figure out if students qualify for an award, we have to first identify unknown business processes. Mr. Solis added that it would be a very time consuming process, and that there are 300-400 students with 100+ units without ever receiving an award for each term.

Dr. Perez stated that she would like to see how many students have 100+ units as this is a hidden population that we cannot ignore. Although we only have access to snapshots, we should be able to identify patterns. We need to determine why these students have so many units and why the number isn't decreasing. [Vision for Success](#) goals state that students should complete degrees within 76 units. Dr. Perez also stated that many students maximize financial aid benefits at community colleges, leaving nothing left for their transfer institutions.

Dr. Perez suggested appointing 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 identify their goals as soon as possible. The committee agreed that Ms. Murguia will lead the task force, and to invite Dr. Sheela Hoyle, Mr. Solis, and Jamie Quiroz to meet and provide an update for the January 22 committee meeting.

Mr. Miranda stated that the next step is to identify what type of classes students with 80-99 units need, and to help them specify their educational goals.

III. Enrollment Management Plan Process, Components, and Timeline
EMP Goal F: Enhancing Organizational Effectiveness

Dr. Perez stated that the committee was asked to continue to review the 2016-19 Enrollment Management Plan and to consider the following:

- What process should be utilized to develop the new plan?
- What components should be included?
- What would be a realistic timeline?
- Are there any model plans utilized by other colleges?

There is not enough committee participation to complete this task as a whole; we need to get some traction and move forward. Dr. Perez stated we need to take time to familiarize ourselves with the 2016-19 plan and make sure we have the key components to align the new plan with current efforts including Vision for Success, SEA Program, Guided Pathways, etc. Mr. Miranda suggested creating 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. He stated that he will take the lead and reach out to Mr. Solis, Sonia Gonzalez, Dr. Griffin, and Dr. Frank Mixson to begin the work.

IV. Member Reports and Announcements

Dr. Perez stated that the college's SEM project is moving forward and that there will be a dashboard coming out to help guide and inform enrollment management conversations. The update will be shared in January. Mr. Solis added that the Tableau dashboard will pull MIS data for credit courses disaggregated by various populations and demographics in addition to those subpopulations. There will be different levels of disaggregations, and will include success, completion, and withdrawal rates, FTES, and unduplicated counts and percentages.

V. Next Meeting – Wednesday, January 22