

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Minutes of January 25, 2017

Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning
Craig Breit, Assistant Professor, Fine Arts and Communications
Dr. Amy Holzgang, Professor, Sociology
Debbie Jensen, Professor, HPEDA, CCFE Designee
Michelle Lewellen, Faculty Senate President
Brittany Lundeen, Counselor/Assistant Professor, Counseling
Sandy Marks, Instructional Dean of Health Occupations
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences
Rick Miranda, Acting Vice President of Academic Affairs (Co-chair)
Debra Moore, Professor, Library

Members Not Present: Dr. Renée DeLong, Dean of Counseling Services
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Tim Juntilla, Assistant Professor, English
Saul Lopez-Pulido, ASCC President
Stephanie Murguia, Dean of Admissions, Records and Services
Marcia Taylor, Disabled Student Programs and Services
Silvia Varela, Financial Aid

Mr. Miranda called the meeting to order at 3:13 p.m.

I. Approval of Minutes

MSU (Lewellen, Lundeen) to approve the minutes of October 26, 2016 as presented. Mr. Miranda, Ms. Marks, and Ms. Mason abstained.

II. Enrollment Management Plan Campus Review Update

Dr. Blackburn provided copies of the most recent draft of the Enrollment Management Plan which reflects revisions made by the academic deans, Faculty Senate, and a smaller group consisting of Dr. Fierro, Ms. Lewellen, Mr. Miranda, and Dr. Blackburn.

Following robust discussion, the draft document was approved with the following revisions:

Goal #1:

Student Engagement

- Activity 3 was moved to the Academic Infrastructure circle as Activity 4. It was revised to read “Develop Course cancellation policy as it relates to student engagement. The policy will be uniformly enforced across divisions.” Faculty

Senate was added as a lead party and the Vice President of Business Services was added as an involved party.

Academic Infrastructure

- Activity 1 was revised to read “Ensure all full-time faculty have full-time teaching schedules.”
- Activity 2 regarding growing FTES was removed by a committee vote of 8-1. The remaining activities were renumbered accordingly.

MSU (Blackburn, Lewellen) to approve Goal #1 as amended.

Goal #2:

The title of Goal #2 was revised for clarity to read “Improve Completion/Success rates in courses which have, over a 5-year period, been ranking in the bottom 10 in completion/success rate”.

Support Services

- Activity 1 was revised to read “Inform Counselors about the completion and success rates of courses so they can inform students about support services for courses which are particularly challenging.”

MSU (Lewellen, Blackburn) to approve Goal #2 as amended.

Goal #3:

MSU (Lewellen, Blackburn) to approve Goal #3 as presented.

Goal #4:

Student Engagement

- The Activity was revised to read “Explore the re-organization of School Relations as a reporting office to Director of Educational Partnerships (Overseen by Dean of Counseling) in Student Services”.

Academic Infrastructure

- The Activity was revised to read “Teacher TRAC program will continue to report to the Vice President of Academic Affairs”.
- The Metric was revised to read “Assignment of Teacher TRAC to a faculty member”.

Instructional Programs

- The Activity was revised to read “Explore the reorganization of Educational Partnerships and Programs as a reporting office to the Dean of Counseling in Student Services”.

MSU (Blackburn, Lewellen) to approve Goal #4 as amended.

Goal #5:

MSU (Lewellen, Blackburn) to approve Goal #5 as presented.

III. Enrollment Management Data

This item was held over to the next meeting.

IV. Retention via Intervention Practices

This item was held over to the next meeting.

V. Member Reports and Announcements

This item was held over to the next meeting.

VI. Future Agenda Items

None

The meeting was adjourned at 4:56 p.m.