

**Cerritos College**  
**ENROLLMENT MANAGEMENT COMMITTEE**

Minutes of March 28, 2018

Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning  
Dr. Renée DeLong, Dean of Counseling Services  
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)  
Michelle Lewellen, Faculty Senate President  
Brittany Lundeen, Counselor/Assistant Professor, Counseling  
Debra Moore, Professor, Library  
Armando Soto, Counselor/Associate Professor, Counseling  
Marcia Taylor, Disabled Student Programs and Services

Members Not Present: Raul Avalos, Student Trustee, ASCC Student Representative  
Craig Breit, Assistant Professor, Fine Arts and Communications  
Dr. Amy Holzgang, Professor, Sociology  
Debbie Jensen, Professor, HPEDA, CCFF Designee  
Sandy Marks, Instructional Dean of Health Occupations  
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences  
Rick Miranda, Vice President of Academic Affairs (Co-chair)  
Stephanie Murguia, Dean of Admissions, Records and Services  
Karen Patron, ASCC President  
Silvia Varela, Financial Aid

Guests: Connie Boardman, Colleen McKinley, Kim Westby

Dr. Johnson called the meeting to order at 3:09 p.m.

I. Approval of Minutes

MSU (Blackburn, Taylor) to approve the minutes of February 28, 2018, as presented. The motion passed 5-0-3; Dr. DeLong, Ms. Lundeen, and Mr. Soto abstained.

II. Presentation of Reports

a. Goal 1G – Kristi Blackburn

Dr. Blackburn distributed information comparing data for weekend offerings during the Fall 2015-2017 and Spring 2016-2018 semesters. The data was sorted by division and course number and illustrated enrollment capacity, as well as resident and non-resident FTES generated. Dr. Blackburn noted that total FTES have increased and we are on the path to meeting the Enrollment Management Plan goal.

b. Goal 1L – Connie Boardman

Dr. Boardman presented a plan on “right-sizing” the number of math courses being offered. She stated that currently, students can reach transfer level math in one academic year even if they start in AED 49.01 Math. The pathway to this goal is made possible by offering AED 49.01 and Math 40/60/80 as 9-week classes. She

stated we will use data from Cerritos Complete and EOPS students using the Self-Placement Tool to make changes to the Fall 2018 offerings, possibly changing Math 40 sections to Math 80. She added that early self-reporting data shows that 24% of students are being recommended to take transfer level math.

c. Goal 4A/4C – Stephen Johnson, Renée DeLong, and Colleen McKinley

Dr. Johnson stated that the School Relations Student Ambassadors' focus is at our district high schools. They have a regular presence there for general availability but also attend special events. Financial Aid has a number of workshop programs they offer in the high schools, but those are ordinarily for students and parents and are offered during the day and evening hours. EOPS recruits from the high schools for their Summer Bridge Program, and Assessment has been doing assessment orientations and will soon add completion of the self-reporting tool to their visits. DSPS maintains active partnerships with the Norwalk-La Mirada and Bellflower School Districts. In order to better coordinate these efforts and in partnership with Educational Partnerships and Programs (EPP), the offices identified in this goal will meet to map out a calendar that creates opportunities to maximize our impact at school sites and speak as a single voice.

d. Goal 4B – Colleen McKinley and Renée DeLong

Ms. McKinley presented information on EPP coordination of services through the Cerritos Complete program. She stated the program is a partnership with our five local school districts and begins working with high school seniors in January. We currently have over 1,380 participants. She reviewed the benefits of the program along with the steps seniors must complete to be accepted. Program participants receive free tuition and early enrollment for one year in addition to strong student support services provided by Financial Aid, Admissions and Records, Assessment, Counseling, and Career Services. She also provided data on the extent of EPP and Student Services staff participation for 2016-17.

e. Goal 1K – Elizabeth Miller

Dr. Miller submitted a report that provided data on how courses align with public transportation schedules. The summary of findings identified five public transportation (bus) options for Cerritos College. Evening courses have more limited options than those offered during regular business hours of 7 a.m. to 6 p.m. It was determined that the course schedule largely aligns with public transportation schedules; however, there is limited service after 8 p.m.

Ms. Lewellen expressed concern that the report doesn't indicate how many students are using public transportation. She volunteered to approach the Chairs to request a paper survey be administered to students in classes that end after 7 p.m. If the Chairs agree, the survey results will be brought to the committee for discussion.

f. Goal 1R – Stephanie Murguia

Ms. Murguia provided information that post cards are mailed to students about 2-3 weeks prior to enrollment reminding them that enrollment appointments have been posted in the Student Center. The card information is term-specific, but does not give

student-specific details in order to protect privacy. Cards are only mailed to those students that are term-activated for the next enrollment period.

g. Goal 1S – Kim Westby

Ms. Westby reported that emails are sent frequently to students reminding them of important Financial Aid deadlines. She provided a copy of the most recent email sent regarding FAFSA/Dream Act application and supporting documentation deadlines. The correspondence also included information on upcoming FAFSA and Dream Act application workshops and a reminder to check the “To Do List” and Message Center on MyCerritos regularly. Students are encouraged to check the Financial Aid websites often because all the information they need is there. She distributed additional documents with information on the FAFSA and Dream Act application process, workshops and other important dates for Financial Aid, and the Q-Less online check-in system.

h. Goal 2G – Stephen Johnson and Rick Miranda

Dr. Johnson stated there is no additional information to report on this goal.

III. Member Reports and Announcements

There were no member reports or announcements.

IV. Future Agenda Items

- Additional information from public transportation survey, if completed.

The meeting was adjourned at 4:34 p.m.