

# Enrollment Management Committee Minutes

August 22, 2018

3:00 – 4:30 p.m.

LC-51

Present:	Rick Miranda	Absent:	Dean of Academic Affairs (vacant)
	Kim Westby		Faculty Representative
	Kathy Azzam		Debbie Jensen
	Dr. Kristi Blackburn		Dr. Amy Holzgang
	Dr. April Griffin		Deb Moore
	Phil Herrera		Silvia Varela
	Brittany Lundeen		
	Sandy Marks		
	Rachel Mason		
	Stephanie Murguia		
	Linda Ramos		
	Armando Soto		
	Yvette Tafoya	Guest(s)	None

## I. Approval of Minutes – March 28, 2018

It was moved by Mr. Soto and seconded by Dr. Blackburn to approve the March 28 minutes. The vote for approval was 3-0-9; Mr. Miranda, Ms. Westby, Ms. Azzam, Dr. Griffin, Ms. Marks, Ms. Mason, Mr. Ramos, and Ms. Tafoya abstained. Mr. Herrera and Ms. Murguia were not present for the vote.

## II. Shared Governance Committee Self Evaluation 2017-18

*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda distributed the committee's self-evaluation form for 2017-18. He stated that it will be emailed to the committee members, and feedback will be compiled and discussed at the next meeting.

The committee discussed how it will continue to operate to ensure alignment with the Educational Master Plan and Strategic Plan, and work with other groups to keep the body moving forward in the right direction. Mr. Soto suggested that the committee review its purposes to refocus its priorities. The committee discussed concerns regarding meeting attendance, momentum drag, and communication. Mr. Miranda stated that the committee members should be sharing information with their constituent groups and bringing feedback back to the committee, and stressed the importance of facilitating solution-oriented conversations rather than discussion without action.

## III. Enrollment Management Plan Goals Update

*EMP Goals A, B, C, D, E, F*

Rick distributed the Enrollment Management Plan and stated that color-coding by area has been added to clearly show areas of responsibility. Since the plan is a living document, he suggested using it as the single source to document progress and updates for the goals and activities. The committee members were in agreement.

The committee reviewed the Enrollment Management Plan goals. They agreed that the college's base is not 18,000 FTES. The committee recommended changing the base to 16,800 to reflect the current budget and align with other college plans. The corresponding metrics will need to be adjusted to reflect the change. The committee also discussed whether the plan needs to be updated to reflect major changes such as AB 705, since the plan was approved in February 2017, when AOC was the main focus. Concerns were raised about time constraints, changing goals versus adding notes about changes and progress on the existing plan, how to document changes in terminology, and how to ensure progress is being made toward completing activities.

**IV. Presentation/Submission of Reports Schedule**

*EMP Goals A, B, C, D, E, F*

Mr. Miranda stated that in the past, activity reports were scheduled, in priority order, for the committee to receive status updates from project leads and/or involved parties. This was designed to keep the committee informed and facilitate discussions to help activity leads shape their continuing progress. However, many reports were rescheduled or delayed, and few have actually been received. He suggested requesting written reports in order to keep the committee informed while making best use of its limited time. Dr. Griffin suggested creating a template so that the reports are standardized. Mr. Miranda stated that Ms. Mun will create a draft for the committee to review.

**V. Member Reports and Announcements**

No reports.

**VI. Next Meeting – Wednesday, September 26**

The committee requested that a special meeting be scheduled prior to September 26. Mr. Miranda stated that Ms. Mun will find a day and time that works best for the committee.