

Cerritos College
Enrollment Management Committee Minutes
Wednesday, April 24, 2019
3:00 – 4:30 p.m
LC-51

Present:	Dr. Kristi Blackburn	Absent:	Phil Herrera
	Dr. Daniel Gardner		Dr. Amy Holzgang
	Dr. Michelle Lewellen		Rachel Mason
	Brittany Lundeen		Dr. Gary Pritchard
	Sandy Marks		Linda Ramos
	Rick Miranda		Yvette Tafoya
	Stephanie Murguia		
	Dr. Dilcie Perez	Guest(s):	Dr. Frank Mixson
	Armando Soto		
	Traci Ukita (for Dr. April Griffin)		

I. Approval of Minutes – March 27, 2019

Dr. Gardner motioned to approve the minutes. The motion was seconded by Ms. Marks. Noted corrections were adding the doctorate prefix to Dr. Mixson and Dr. Lewellen. The vote to approve the minutes was 5-0-4; Ms. Lundeen, Ms. Marks, Dr. Lewellen, and Dr. Perez abstained.

II. Shared Governance Evaluation

Mr. Miranda asked the committee to review the 2018-19 committee self-evaluation form in order to start working on answers for questions 1-6. Answers and/or comments should be forwarded to Ms. Rios in order to prepare a draft. With today being the last meeting scheduled for 2018-19, an additional meeting date to finalize the self-evaluation will be sent to the committee. Mr. Miranda suggested a tentative date of May 22.

Mr. Miranda also suggested framing future goals around the overarching goal of getting students to attempt 9 or more units and retaining them as discussed in the March 27 meeting. This overarching goal was identified in response to data which shows 79% of Cerritos students complete 8 units or less. The intention is to have this overarching goal serve as the driving force behind the direction of the committee moving forward.

A discussion followed about the focus of the committee moving forward with the following key points:

- Ms. Ukita added that there is data that shows Cerritos students attempt 10-12 units but end of completing 6 units on average. Dr. Perez noted a potential activity could consist of looking deeper at this type of data to understand the potential causes behind this.
- A concern with the campus scheduling was discussed as both an accreditation issue and challenging for counselors to support students with comprehensive education plans.
- A six-year scheduling projection was suggested as worth looking into for the committee to work towards, which brought up the topic of student-centered scheduling vs. faculty-centered scheduling.
- Calendars will be added by Admissions and Records to PeopleSoft so that counselors can plan out more than two years in advance with students.
- Dr. Blackburn brought up program review and the role it should play in the scheduling process. Mr. Miranda responded that this process should be better documented so each department is aware of the process and it is followed consistently.
- Ms. Marks brought up the block scheduling option, especially as it aligns with Guided Pathways, in order to revive the scheduling process on campus. Too many choices for students can overwhelm them in terms of educational planning.
- Dr. Blackburn noted a predictive analytics process will be taking place once the consultant is available.

These discussions will be continued and action items will be identified.

III. IEPI Strategic Enrollment Management Program

This project will include a focus on technology and data roles in enrollment management at Cerritos. The first event will be a two-day academy and the institution will receive a coach to guide the team through the process of creating a strategic enrollment plan. It was also noted this program will give the opportunity to collaborate better and plan outside of silos.

Dr. Lewellen expressed that department-level involvement is imperative to enrollment management planning, and the decision-making should also incorporate departments rather than solely administration.

IV. Member Reports and Announcements

V. Potential next meeting date for 2019-2020 – August 28