

Enrollment Management Committee Minutes

November 28, 2018

2:30 – 3:30 p.m.

BE-119

Present: Rick Miranda, Dr. Kristi Blackburn, Dr. Daniel Gardner, Michelle Lewellen, Brittany Lundeen, Sandy Marks, Dr. Gary Pritchard, Linda Ramos, Kim Westby
Absent: CCFF Representative, CSEA Representative, ASCC Representative, Dr. April Griffin, Phil Herrera, Dr. Amy Holzgang, Rachel Mason, Stephanie Murguia, Armando Soto, Yvette Tafoya
Guest(s): None

I. Approval of Minutes – October 24, 2018

It was moved by Ms. Ramos and seconded by Dr. Gardner to approve the October 24 minutes. The vote for approval was 5-0-2; Mr. Miranda and Ms. Westby abstained. Dr. Pritchard and Ms. Lundeen were not present for the vote.

II. Enrollment Management Plan Activities

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

Mr. Miranda stated that it was requested that he give an update regarding the following activity:

ACTIVITY- 3E1.Allocation of fiscal resources to offer sections

WHO NEEDS TO BE INVOLVED/LEAD- L: VP/AA, Deans I: VP/BS

METRIC- Dollar amount targets

RESOURCES NEEDED- TBA once programs determined

WHEN- TBA—dependent upon when approved

PROGRESS MADE- TBD – update to be provided by Rick Miranda

He stated that he has always been open to offering extra sections to meet demand and need. He has heard concerns that there is a FTES and/or budget cap per division for sections but this is not true. There are no caps set for divisions, class schedules are rolled over from like term to term to use as a basis for creating future schedules. Mr. Miranda stated that he will look into creating formal language, in a SOP or an administrative procedure, to ensure that this practice remains consistent.

III. Activity Report Form

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

Mr. Miranda stated that Mr. Claxton, Ms. Marks, and Ms. Mason were appointed to update the draft form with specific steps and identification of outcomes.

Ms. Marks stated thanked Mr. Claxton for help with the draft. She stated that the form requires leads to select whether the activity was completed, is in progress, is ongoing, or other. They must also select the supported goal. The report form will provide an analytical component to the process, and ensure that there is documentation.

The committee reviewed the form and suggested that the number of sections be condensed to make it more user friendly. It should also be specified that any attachments submitted must be accessible.

An updated draft will be emailed to the committee prior to its next meeting scheduled for Wednesday, January 23. Mr. Miranda thanked Ms. Marks, Mr. Claxton, and Ms. Mason for creating the draft.

IV. Member Reports and Announcements

No reports.

V. Next Meeting – Wednesday, January 23, 2019