ENROLLMENT MANAGEMENT COMMITTEE
MINUTES
October 20, 2021 │ 3:00 – 4:30 p.m.
Zoom Meeting 916 9355 8264

<u>ATTENDANCE</u> (**BOLD** indicates online presence)

Leonor Aguilera	**Rudy Carrion**	**Nahla El Said**	**Guillermo Medina**	**Sergio Rodriguez**	**Barbara Sproat**
Joanne Armstrong	**Jennifer Coto**	**Scott Howell**	Tuyen Nguyen	Andy Salcido	**Aaron Voelcker**
Elizabeth Arteaga	**AJ Cully**	**Regina Lamourelle**	**Elaine Pham**	**Jorge Saucedo-Daniel**	Guest: **Arlene Satele**
Denise Bailey	**Darlene Diaz**	**Christine Martinez**	**Marcelo Pimentel**	**Roxzel Tellez Soto**	

NEW BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP
1) Welcome	Welcomed new members AJ Cully and Roxzel Tellez Soto	Meeting start time: 3:04 p.m.
2) Approval of September 15, 2021 Minutes	Minutes approved as presented	Motion to Approve: Leonor Aguilera Second: Scott Howell Discussion: None Abstain: Rudy Carrion, Roxzel Tellez Soto Motion carried without dissent
3) Committee Reports / Updates (as related to Enrollment Management)	PIE Committee: Discussed the timeline for submitting Resource Requests and Annual Plans. For this year, annual plan submission will be delayed until all Resource Requests are completed. PIE will be formalizing a new timeline for the college community going forward. Curriculum: CIC approved the first batch of class capacity petitions for Biotech. The form is currently under review for inclusiveness, requests for each modality, parity with contract and union, and the addition of an equity statement. Once CIC approves the petition, the next step is workflow in eLumen. Many courses do not have a number listed for class capacity. SCC is currently working with eLumen to activate this custom field so the data can be reported on the COR.	
4) Fall 2021 Enrollment Update	The committee reviewed the RG0542 report. Fall 2021 Enrollment is down 13% compared to FA2020. Head counts are at 98.83% with recent gains presumed to be due to late start classes. Section counts are down slightly with SCC currently at 94% of what was offered in FA 2020. Average class size went from 29.72 last fall to 27.56 in 2021.	

	SCC experienced budget gains over the last two years, with a significant increase of ~$1.2million last year. The college has embarked on a massive marketing and outreach effort with a goal of sustained enrollment growth over a long period of time. The State allowed an increase to our net term multiplier for online classes last fiscal year, which generated an increase of 80-90 FTES.	
5) Class Capacity Approval Workflow	There is a step-by-step process that should be followed regarding class capacity. CIC wants to ensure faculty and Deans understand that first the petition has to be approved, then the workflow in eLumen happens. Step 1: Conversation with faculty to talk about class capacity Step 2: Fill out the petition form establishing/amending class capacity Step 3: Discipline faculty consults with Division Dean to reach a mutual agreement. Step 4: Discipline faculty send petition for amending/ establishing class capacity form to CIC office using SCC Curriculum email Step 5: CIC reviews, discusses and votes on each petition for establishing and/or amending class capacity. For historical purposes, all petitions are housed on the H-drive in the Curriculum Office folder Step 6: Approved petitions. Once petitions are approved, the discipline faculty submits a course revision workflow in eLumen. Step 7: Local decision. Class capacity is reflected on course outline of record and entered and/or revised in the Student Information System. Marcelo Pimentel suggested to add an appeal process and inquired if there was a limit to how many courses per year can be reduced or reviewed.	
6) Enrollment Management Plan - *Current plan expires at the end of the academic year* A. Vision Resource Center – Strategic Enrollment Management (SEM) B. SEM Institutional Self-Assessment C. Vision Resource Center – SEM Framework	Professional Development Gateway – Type Enrollment Management in the search bar to find valuable resources and training materials from the State Chancellor's Office: CCC – Vision Resource Center The committee reviewed the SEM Institutional Self-Assessment to determine: Are we doing all of these things? Do we have leadership and collaboration around strategic enrollment management, student centered budget model, etc? This will help SCC identify areas where we can improve as an institution or areas that we have not considered before to effectively implement the strategic enrollment management plan EMC will develop by the end of this year.	

	The committee completed approximately half of the self-assessment. A. Voelcker will send out a survey to committee members to complete the remainder of the self-assessment individually and the results will be compiled and shared at the next EMC meeting.	
7) Update for Enrollment Management Data Dictionary	No update	
8) Update on District Enrollment Management Workgroup (DEMW)	No Update – Monthly meeting was cancelled	
ANNOUNCEMENTS		
Next Meeting	November 17, 2021	Meeting ended at 4:32 p.m. Motion to Adjourn: Aaron Voelcker Second: Multiple Members Motion Carried

EMC meetings are held on the 3rd Wednesday of the month from 3:00-4:30pm in H-209-4

Santiago Canyon College Mission Statement: *Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing the following to our diverse community: courses, certificates, and degrees that are accessible, applicable, and engaging.   (Approved by RSCCD Board of Trustees, 12-04-17)*

Enrollment Management Committee Mission Statement: *With a primary focus on sustaining long-term student success and in accordance with Santiago Canyon College's mission and core goals, the Enrollment Management Committee (EMC) will develop a holistic and integrated approach to enrollment management that supports college-wide collaboration, engagement, creative-thinking and consensus building.*

The purpose of the EMC is to discuss enrollment strategies and to make recommendations that contribute to student access, recruitment, persistence, completion, and lifelong learning through diverse program offerings.