

**ENROLLMENT MANAGEMENT COMMITTEE
MINUTES**

**September 15, 2021 | 3:00 – 4:30 p.m.
Zoom Meeting 916 9355 8264**

ATTENDANCE (**BOLD** indicates online presence)

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| Leonor Aguilera | Rudy Carrion | Scott Howell | Tuyen Nguyen | Craig Rutan | Mike Taylor |
| Joanne Armstrong | Jennifer Coto | Regina Lamourelle | Elaine Pham | Andy Salcido | Aaron Voelcker |
| Elizabeth Arteaga | Darlene Diaz | Christine Martinez | Marcelo Pimentel | Jorge Saucedo-Daniel | Guests: None |
| Denise Bailey | Nahla El Said | Guillermo Medina | Sergio Rodriguez | Barbara Sproat | |

| NEW BUSINESS | DISCUSSIONS/COMMENTS | OUTCOME/FOLLOW UP |
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| 1) Welcome | | Meeting start time: 3:03 p.m. |
| 2) Approval of May 19, 2021 Minutes | | Motion to Approve: Nahla El Said Second: Scott Howell Discussion: None Abstain: Darlene Diaz, Leonor Aguilera, Mike Taylor Motion carried without dissent |
| 3) Reports from Governance Committees | <p>Curriculum: The committee is currently working on the return of a printable catalog in addition to the online version in ELumen. There is a meeting scheduled with SAC next week regarding the Curriculum Audit. CIC will be providing a class capacity workflow and step-by-step guide into the process to avoid confusion, create transparency and facilitate more open discussion between administration and faculty.</p> <p>PIE Committee: The committee conducted a review of the mission, responsibilities and membership. A task force is being developed to evaluate and make recommendations for improvement to the Request for Authorization to Apply for a Grant process. Due to time constraints and the cumbersome nature of the process, there is the potential to miss deadlines and lose grant opportunities, particularly during the summer months. The task force will wade through the complexities and submit recommendations to the Academic Senate and College Council. The new Annual Planning Process will be done in ELumen. Several training sessions will be scheduled.</p> <p>Educational Master Planning Committee: The upcoming Master Plan will span an eight-year cycle (2022 to 2030). This semester, the committee will be hosting some informational data sessions to get</p> | |

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| | <p>feedback from the college community on what types of things to consider when developing goals, plans, and activities. The hope is to have a draft set of intuitional goals that will be vetted and approved by the Academic Senate and College Council by end of fall or early spring.</p> <p>Distance Ed: Tech update. RSCCD is transitioning to Single Sign On for all users by mid-October. There will be videos and tutorials to assist with the changeover. District email address will be used to authenticate.</p> <p>State mandates for providing Remote Live classes ends in December. SCC is trying to formalize definitions and create modality codes in our system for Remote Live and Virtual Hybrid in our system so students can search for classes in Canvas and Self Service.</p> | |
| 4) Fall 2021 Enrollment Report | The committee reviewed the RG0542 report, a term based enrollment comparison for RSCCD (Current Term vs. Previous Year Term). Most notable is that noncredit is experiencing a 410% increase in FTES this year compared to last year. | |
| 5) Review Membership and Responsibilities | Reviewed the Enrollment Management Committee mission statement, responsibilities and membership. Discussion ensued regarding the addition of a marketing component to the responsibilities of EMC. This was proposed in terms of collaborating and considering the impact of marketing efforts as part of ongoing enrollment trends and outreach or as a standing item on the agenda. The committee requested the inclusion of some language pertaining to service area boundaries to clarify recruitment of potential students. | |
| 6) Enrollment Management Plan - Current plan expires at the end of the academic year | A new Enrollment Management Plan must be completed by June 2022. This version will be written more like a strategic plan infused with data to inform the college community. EMC will identify specific targets and goals, then focus on creating realistic action items and activities to achieve those goals. Small group work will commence at the next meeting. Draft goals should be in place by December with a final draft submitted to Academic Senate and College Council for review and approval after the April meeting. | |

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| 7) Planning for 2021-2022 - Begin discussion about the work EMC will be doing in the year ahead | EMC would like to be more impactful on campus in terms of growing enrollment and from a governance perspective, look at the college and make recommendations to affect improvement and change as far as enrollment is concerned. The committee would also like to revisit the class cancellation policy and include it in the Enrollment Management Plan. | |
| 8) Update for the Enrollment Management Data Dictionary | The District has started the foundational work on a comprehensive data dictionary to generate better enrollment management reports than those found in the Report Repository. A data warehouse will follow which will store more enrollment management information for Deans and Department Chairs to access. | |
| 9) Update on District Enrollment Management Workgroup (DEMW) | The District Enrollment Management Workgroup meets twice a month. Updates will be provided by Aaron Voelcker and Darlene Diaz throughout the semester. | |
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| ANNOUNCEMENTS | | |
| Next Meeting | October 20, 2021 | Meeting ended at 4:36 p.m. Motion to Adjourn: Aaron Voelcker Second: Scott Howell 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.