

ENROLLMENT MANAGEMENT COMMITTEE

MINUTES

October 21, 2020 | 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 | Aaron Voelcker |
| Joanne Armstrong | Jennifer Coto | Regina Lamourelle | Janis Perry | Andy Salcido | Guests: None |
| Elizabeth Arteaga | Joe Duenez | Miguel Luna | Marcelo Pimentel | Jorge Saucedo-Daniel | |
| Denise Bailey | Nahla El Said | Guillermo Medina | Frank Rivera | Barbara Sproat | |
| Jacob Bereskin | Corinna Evett | Umaimah Memon | Sergio Rodriguez | Mike Taylor | |

| NEW BUSINESS | DISCUSSIONS/COMMENTS | OUTCOME/FOLLOW UP |
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| 1) Welcome | <p>Corinna Evett welcomed committee members.</p> <p>Discussion ensued around establishing Enrollment Management Committee Community Guidelines. A document was created, with Input from members, to encourage an atmosphere of leadership, transparency, and respect.</p> | <p>Meeting start time: 3:01 p.m.</p> <p>Motion to accept EMC Community Guidelines: Aaron Voelcker Second: Regina Lamourelle Discussion: None Abstain: Andy Salcido Motion carried</p> |
| 2) Approval of Minutes from September 16, 2020 | Minutes reviewed and approved as submitted. | <p>Motion to approve: Regina Lamourelle Second: Aaron Voelcker Discussion: None Motion carried without dissent</p> |
| 3) Committee Reports/Updates | <p>Tech Committee: Sergio Rodriguez reported a new 3-year tech plan is going to Academic Senate for approval. This plan is a living document that can be amended as needed. The committee is also working with IT to standardize a student’s chosen name on all three systems, Self Service, WebAdvisor, and Canvas. This process should be completed by December.</p> <p>Planning and Institutional Effectiveness Committee (PIE): Aaron Voelcker reported a task force was assigned to streamline the current Resource Request form and process. Recommendations will move forward to Academic Senate and College Council for consideration and possible approval in early spring. Also under discussion was institution set standards or minimum thresholds of performance on several metrics. There will be more to come on this topic. Lastly, PIE asked committee members to review a video made to compare and contrast annual planning done on the DPP portal vs. ELumen. This subject will be</p> | <p>All Resource Requests must be submitted to primary prioritizing units by October 30, 2020.</p> |

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| | <p>addressed at the next meeting with a goal of putting recommendations in place prior to the next annual planning process.</p> <p>Curriculum and Instruction Council (CIC): Corinna Evett reported the committee worked closely with Brian Sos and SAC CIC to revise Board Policy BP4235 and Administrative Regulation AR4235, folding in AR4236. CIC will push draft recommendations forward to Academic Senate in order to meet State December deadlines for Vision of Success and Credit for Prior Learning. At the next meeting, CIC will discuss guiding principles related to class capacity. The CIC reps will be asking questions and collecting information from faculty regarding capacity before the next meeting.</p> <p>Enrollment Update: Sergio Rodriguez reported SCC Credit is 325 FTES below last fall. Noncredit is higher than last year. Overall, SCC is still above on annual combined totals.</p> | |
| <p>4) Discuss Academic Senate Charge: Make Class Cancellation Guiding Principles Recommendation</p> | <p>The committee divided into small groups to engage in discussion and generate recommendations for guiding principles on class cancellations. To facilitate this task prior to the next Senate meeting, ongoing dialogue will continue via email. Rules of online engagement will be as follows:</p> <ol style="list-style-type: none"> 1. All contributions must be communicated to the entire committee using the 'reply all' function. 2. Proposed input, edits, or modifications must be made in the form of a motion and will require a second. 3. Corinna will incorporate the requested changes and send out new versions using v1, v2, v3, etc. 4. No drastic changes may be made to the document; the original bullet points will remain intact. 5. The EMC email exchange will conclude on Tuesday, November 4th at 5:00 p.m. 6. After 5:00 p.m., Aaron will call for a formal vote to approve the final document. 7. Upon unanimous approval, the final recommendations will be forwarded to Craig Rutan, Academic Senate President, and placed on the agenda for the November 17th Senate meeting. <p>At 4:31 p.m., committee discussion and document edits were still in progress.</p> | <p>Motion: Janis Perry made a motion to use the Best Practices document generated by the previous task force as a foundation for today's discussions, with the understanding that additional input gleaned from the current EMC body will be integrated into the final recommendations. The objective is to operationalize these recommendations so all Deans and Department Chairs can be on the same page. Seconded: Leonor Aguilera Discussion: None Abstain: Aaron Voelcker, Sergio Rodriguez, Craig Rutan, Joanne Armstrong Motion carried</p> <p>Motion: Aaron Voelcker made a motion to extend the EMC meeting by 15 minutes. Second: Rudy Carrion</p> |

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| | <p>At 4:46 p.m., committee discussion and document edits were still in progress.</p> <p>At 5:03 p.m., the committee concluded work on the document. Only minor edits and refinements will be accepted going forward. Once the document is finalized and approved by EMC committee members, Aaron will re-format the information onto a one-page table.</p> | <p>Motion: Marcelo Pimentel made a motion to extend the EMC meeting for 15 more minutes. Second: Denise Bailey</p> <p>Motion: Barbara Sproat made a motion to approve the latest version as the primary document for EMC recommendations for Class Cancellation Guiding Principles Second: Marcello Pimentel Discussion: Janis Perry</p> <p>Amended Motion: Adopt this version as-is to be our Guiding Principles that can be further defined, but not changed. EMC will forward this list, with approved clarifications, to the Academic Senate. Discussion: None Abstain: Craig Rutan Motion carried.</p> <p>Motion: Aaron Voelcker moved to approve the email process as outlined. Second: Rudy Carrion Discussion: None Motion carried</p> |
| 5) Questions/Other | | |
| ANNOUNCEMENTS | Coming Soon: Exploration into marketing practices and processes at SCC. | |
| Next Meeting | November 18, 2020 | Meeting ended at 5:09 p.m. Adjourned by Corinna Evett |

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.