

**ENROLLMENT MANAGEMENT COMMITTEE
MINUTES**

**February 17, 2021 | 3:00 – 4:30 p.m.
Zoom Meeting 916 9355 8264**

ATTENDANCE (BOLD indicates online presence)

Leonor Aguilera	Rudy Carrion	Regina Lamouelle	Janis Perry	Andy Salcido	Aaron Voelcker
Joanne Armstrong	Jennifer Coto	Miguel Luna	Elaine Pham	Jorge Saucedo-Daniel	Guests: None
Elizabeth Arteaga	Nahla El Said	Christine Martinez	Marcelo Pimentel	Barbara Sproat	
Denise Bailey	Corinna Evett	Guillermo Medina	Sergio Rodriguez	Mike Taylor	
Jacob Bereskin	Scott Howell	Tuyen Nguyen	Craig Rutan	Loann Tran	

NEW BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP
1) Welcome	Corinna Evett welcomed committee members.	Meeting start time: 3:01 p.m.
2) Approval of Minutes from November 18, 2020	Minutes reviewed and approved as submitted.	Motion to Approve: Barbara Sproat Second: Leonor Aguilera Discussion: None Abstain: Miguel Luna Motion carried without dissent
3) Committee Reports/Updates (as related to Enrollment Management) (10 minutes) a) Average Class Size Recommendation Update b) District Enrollment Management Workgroup Update	No related committee reports/updates. a) Aaron Voelcker shared an Average Class Size analysis prepared by SCC Administration at the November meeting. As a follow up to that discussion, an email was sent to Interim President Vargas that included the following questions and feedback from the EMC: <ol style="list-style-type: none"> 1. How are adjunct factored into the analysis? 2. Do non-instructional salaries and benefits include instructional faculty load for non-instructional assignments? 3. The faculty salary information provided is for new contract faculty. Should this be based off an average base salary instead of new contract faculty? 4. How are Intersession and Summer assignments factored in? Will something similar be produced for noncredit? 5. Definitions need to be provided for terms used on the spreadsheet, i.e. deficit factor, institutional costs, District services, what is included in non-instructional salaries/benefits and operational non-personnel costs, etc. Aaron has not yet received a reply to his email dated 11/20/20, but speculates President Vargas is waiting for Cambridge West Partnership to complete the RSCCD Right Sizing Analysis before he responds.	

	<p>b) Aaron Voelcker reported that the newly formed District Enrollment Management Workgroup will meet on the 1st and 3rd Friday of each month. At the last meeting, Cambridge West Partnership delivered an enrollment related presentation that discussed enrollment metrics tracked at other Districts, reporting structures at other Districts, best practices, who they share enrollment related data with, etc. In addition, Stuart Davis put together a comprehensive data dictionary and the RSCCD IT department will be conducting a review of all available enrollment reports in order to consolidate them.</p> <p>Corinna Evett added that she and Aaron believe that any enrollment management decisions should be going through the collegial governance process. Both fully endorse forming the District Enrollment Management Workgroup in order to build a forward and backward communication channel that will ultimately inform both groups.</p>	
<p>4) CARES Act Fund Analysis Report and Conversation (15 minutes)</p>	<p>Aaron Voelcker shared a report on Federal CARES Act funds provided to support the college and mitigate challenges students were experiencing due to COVID-19. SCC distributed \$1.3 million dollars in Spring 2020, Summer 2020 and Fall 2020. This report focused on performance numbers broken down by ethnicity, gender and age group. For CARES fund recipients, term GPA was higher, units attempted were higher and on average, these students completed more units than those that did not receive CARES funds. The next allocation for SCC will be ~\$6.8 million.</p>	
<p>5) Enrollment Update and Conversation (15 minutes)</p>	<p>Sergio Rodriguez reported SCC is down ~300 FTES on the credit side and up almost 400 FTES on the noncredit side compared to last spring. The increase is attributed to a State Chancellors Office memorandum that allowed noncredit to collect at the Distance Ed higher amount which created a surplus. The cumulative annual total is down ~75 FTES from last year.</p> <p>Joanne Armstrong reminded Noncredit has a double census and Credit has single census</p>	
<p>6) EMC Class Cancellation Recommendation Update and Conversation (15 minutes)</p>	<p>Corinna Evett shared the Class Cancellation Guiding Principles that EMC sent to College Council were approved by College Council. However, when they were forwarded to Interim President Vargas, he chose to reject nine of the recommendations. Per his 12/15/20 email, President Vargas intends to share the eight approved Guiding</p>	<p>Motion: Janis Perry To return the Fall 2020 Class Cancellation Guiding Principles Recommendation back to the Academic Senate for further review and dialogue around the principles</p>

	Principles with the deans and advise Interim VP of Academic Affairs Stringer to disseminate the document to the department chairs. Discussion ensued regarding EMCs next steps.	that were rejected by Interim Vice President Vargas. Second: Leonor Aguilera Discussion: None Motion Carried: Unanimously
7) RSCCD Report Repository and Conversation (10 minutes)	Due to lack of time, this agenda item was postponed to the March 17 th meeting.	Motion: Aaron Voelcker Table the two final agenda items to the March 17, 2021 meeting. Second: Corinna Evett Discussion: None Motion Carried without dissent
8) Enrollment Management Metric Identification for EMC (15 minutes) a) What data are needed? b) What can we do with it?	Due to lack of time, this agenda item was postponed to the March 17 th meeting.	
9) Questions/Other (5 minutes)	None	
ANNOUNCEMENTS		
Next Meeting	March 17, 2021	Meeting ended at 4:39 p.m. Motion to Adjourn: Leonor Aguilera Second: Aaron Voelcker 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.