

Enrollment Management Committee Meeting

MINUTES

February 20, 2019

3:00-4:30 pm / H-209-4

Attendance: Leonor Aguilera, Elizabeth Arteaga, Starr Avedesian, Denise Bailey, Ruth Babeshoff, Rudy Carrion, Mike DeCarbo, Rosa Dela Torre, Darlene Diaz, Joe Dueñez, Lori Fasbinder, Regina Lamourelle, Von Lawson, Miguel Luna, Tuyen Nguyen, Janis Perry, Marcelo Pimentel, Frank Rivera, Sergio Rodriguez, Andy Salcido, Barbara Sproat, **Martin Stringer**, David Vakil, Vincent Vargas, Aaron Voelcker (BOLD indicates present)

Guest: Cindy Swift

NEW BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP
1) Approval of Minutes		Meeting start time: 3:03pm Motion to approve the minutes: (M. Stringer & A. Voelcker). 6 Abstentions.
2) Committee reports/updates	Master Planning Committee: SCC Vision for success to be presented for April Board review Elumen Implementation Update: 1209 courses in Elumen, curriculum coming through in Elumen this semester.	
3) Supplemental Instruction (C. Swift)	C. Swift presented overview and key elements of Supplemental Instruction, handout provided. Explained the benefits and success rates of students using SI. SI tailored to be class specific.	
4) Evening Online Enrollment Data (A. Voelcker)	Data presented to the Board was shared with EMC members. Board wanted to know the number of students exclusive to online & evening courses. Data showed evening classes have decreased.	
5) Student Surveys (A. Voelcker)	Draft Evening Student Survey presented to EMC members. Survey is based on the Student Satisfaction Survey.	A Voelcker to distribute survey to EMC members and will expect any edits to the survey, to be received by March 6 (2 weeks form todays meeting).
6) Open Registration (R. Lamourelle)	Question to clarify when "Add" codes are needed. Add period are based on the class start date, not the semester start date.	
7) Development of a rollover policy recommendation to address new program growth and stability (R. Lamourelle)	Needed discussion to develop a plan for course growth and stabilization. To help with classes that are cancelled for low enrollment. Discussion led into the EMC Goals to be reviewed. Present EMC members discussed to assign groups to review goals 2-5.	V Lawson to send an email to EMC members to sign up for Plan Goal Sub-Committee. Responses to be emailed to M DeCarbo directly by noon Monday February, 25. February 25, DeCarbo assigns committee members to groups, tells them of their group mates and asks them to

		<p>schedule a one hour meeting amongst themselves some time the week of March 4 thru 8; DeCarbo sends assignments to Aaron. February 25, Aaron sends out survey to each respective group that includes the Goal, and most recent action plan. Survey asks for them to review, edit, amend, delete however they wish and submit by Friday, March 1. March 4 – 8 Each group meets and submits a final revision to Joe by noon Monday March 11. March 11 – 14 DeCarbo chases after those that have not submitted their work, or seeks clarification on work submitted if needed. March 15 Joe compiles all drafts and sends out as entire document to the committee March 20 EM meeting devoted to reviewing the proposed draft.</p>
8) Review of EM/ AP Plan Goal #2		Scheduled for April meeting
9) Review of EM/ AP Plan Goal #3		Scheduled for April meeting
		Meeting end time: 3:40pm
ANNOUNCEMENTS		
Next Meeting	April 17, 2019 3:00-4:30 pm, Room 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, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community. (Approved by College Council 4/12/11)