

**Enrollment Management Committee Meeting**

**MINUTES**

April 18, 2018

3:00-5:00 pm / H-209-4

**Attendance:** Leonor Aguilera, Elizabeth Arteaga, Starr Avedesian, Rudy Carrion, Jennifer Coto, Mike DeCarbo, Rosa Dela Torre, Darlene Diaz, Joe Dueñez, Lori Fasbinder, Tiffany Garbis, Melissa Govea, Regina Lamourelle, Von Lawson, Miguel Luna, Tuyen Nguyen, Janis Perry, Marcelo Pimentel, Frank Rivera, Sergio Rodriguez, Andy Salcido, Teresa Saavedra, Barbara Sprout, Martin Stringer, David Vakil, Aaron Voelcker, Vivien Vu (**BOLD indicates present**)

Guest:

NEW BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP
I. Approval of Minutes – 03/21/18		Meeting start time: 3:00 pm. Motion to approve the minutes: (R. De La Torre & R. Lamourelle) Passed unanimously
II. Discussion of EMC Plan (V. Lawson) <ul style="list-style-type: none"> <li>Next steps for implementation and responsible parties</li> </ul>	V. Lawson presented the E.M.C. Goals document and asked if any other additions should be made to the “Responsible Party” section. Committee suggested to include Non-Credit as responsible party and to change “Counselor to “Counseling”. In Goal #6, E.M.C. to be added as responsible. V. Lawson recommended to have ASG/student involvement in recommendations to create research tools. V. Lawson presented topic for future consideration of how to report and how in depth of a report is needed.	V. Lawson to add note to E.M.C. Goals to include Non-Credit as responsible party where applicable and a note to include ASG/student voices participation.
III. Distance Education <ul style="list-style-type: none"> <li>Data (A. Voelcker)</li> </ul>	A. Voelcker presented data related to D.E. and support which included number of sections by college, overall faculty workload, and number of instructors compared to S.A.C. Data revealed that overall, with more staff the better support we can provide.	Document to be posted to SCC EMC website. (ask Dean Voelcker to provide to Diaz for uploading)
IV. Committee reports/ updates	A. Voelcker presented a P.I.E. committee update. Met on March 28 <sup>th</sup> to finalize funding recommendation for 2018/19 to present to President Hernandez. M. Stringer presented a Professional Development committee update regarding professional development for classified staff. D. Diaz presented a Curriculum committee update regarding Elumen demonstration and a new admin procedure defining a college credit hour.	
V. Enrollment and Stabilization Update (S. Rodriguez)	S. Rodriguez presented data of enrollment as of 04/17/19 indicating the FTES for the credit side of SCC is falling behind from last year and from our target of the 15/16 year. Non-Credit has an increase. Annually we are better than last year, however lower than the 15/16 target year. We will have to borrow from summer.	

VI. Institutional Effectiveness and Assessment Update (A. Voelcker)	A. Voelcker presented an overview what the Institutional Effectiveness and Assessment is currently working on: Reports, Studies, & ongoing projects. Input from committee was requested for the OUSD and Research Data Warehouse Waitlist Caps projects.	Document of reports, projects, and ongoing projects to be posted on website.
VII. Other		Meeting end time: 4:49 pm.
<b>SUGGESTED FUTURE AGENDA ITEMS</b>		
<b>ANNOUNCEMENTS</b>		
Next Meeting	<b>May 16, 2018</b> <b>3:00-5:00pm, Room H-209-4</b>	

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)