

**ENROLLMENT MANAGEMENT COMMITTEE**

**MINUTES**

May 20, 2020

Zoom Meeting 3:00 p.m. – 4:00 p.m.

**ATTENDANCE** (BOLD indicates online presence)

<b>Leonor Aguilera</b>	<b>Jennifer Coto</b>	<b>Scott Howell</b>	<b>Janis Perry</b>	<b>Andy Salcido</b>	<b>Aaron Voelcker</b>
Elizabeth Arteaga	Mike DeCarbo	Marianne Laney	<b>Marcelo Pimentel</b>	<b>Jorge Saucedo-Daniel</b>	Wirtz, Laura
<b>Denise Bailey</b>	<b>Darlene Diaz</b>	Regina Lamourelle	Gabriel Razungles	<b>Barbara Sproat</b>	Guest:
<b>Ruth Babeshoff</b>	<b>Joe Duenez</b>	<b>Miguel Luna</b>	<b>Frank Rivera</b>	<b>Martin Stringer</b>	<b>Ernesto Garza Lopez</b>
<b>Rudy Carrion</b>	<b>Lori Fasbinder</b>	Tuyen Nguyen	<b>Sergio Rodriguez</b>	David Vakil	

NEW BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP
1) Approval of Minutes from February 19, 2020	Minutes reviewed and approved as submitted.	Meeting start time: 3:03 pm Motion to approve the minutes: Martin Stringer and Denise Bailey Ayes: All
2) Committee Reports/Updates	<p>Technology: The full launch of Self Service has been postponed. Only Add Authorizations will be activated for the Summer 2020 term. Add codes no longer expire and will be valid until the census date for each section. Once approved, training materials will be provided for faculty and a chat function will also be offered.</p> <p>PIE: The PIE committee developed their recommendation for Prioritized Resource Requests for the 2020/2021 Academic Year. A total of 105 resource requests were submitted, however, with no IELM (Instructional Equipment Library Materials) funds available, only the 15 items that qualified for lottery funds were recommended for approval.</p> <p>Curriculum: Last meeting will be June 2<sup>nd</sup>. Starting in fall, the Distance Education (DE) Program Committee will review and make recommendations to the Curriculum Council on DEAs. Marilyn Flores sent in a Blanket Emergency Distance Education Addendum to the State for the Summer session.</p>	
3) Enrollment Update a) Summer and Fall Enrollment (S. Rodriguez) b) Early Welcome Enrollment (R. Babeshoff)	<p>a) Sergio presented current enrollment trends for SCC. Due to COVID, SP20 is slightly behind actuals from SP19 on the credit side. Noncredit has been severely impacted. As a whole, the District enrollment is down but SCC will likely hit its overall annual target number and may come in a little higher.</p> <p>b) Ruth Babeshoff and Frank Rivera provided an update on Early Welcome. Over 1,150 students completed online orientation over the course of five weeks.</p>	

	<p>Frank reported on the RSCCD fall recruitment campaign that is underway. The message: "Students take charge of your life". SCC is also working with 25<sup>th</sup> Hour to hire staff for a call center called the HUB. This will be an additional resource to direct callers to the proper staff member or area of interest to receive more personalized attention.</p> <p>Discussion regarding Fall semester. Janice shared students will be looking at how classes are taught and choosing the modality (asynchronous, remote live, blended, etc.) they feel most comfortable with. She expressed a strong desire to be proactive and create a plan. Deans and Department Chairs should be informed of any upcoming decisions first so schedules can be created, then follow up with a formal public announcement.</p>	Frank will share the Marketing Report, as well as the Communication Chart for the HUB call center.
4) Annual Committee Survey (D.Diaz/A.Voelcker)	Aaron and Darlene requested feedback and recommendations from the committee for the annual committee evaluation survey. Aaron will incorporate all responses prior to final submission.	Aaron will email a survey response to the committee for review.
		Meeting end time: 3:58 p.m. Motion to adjourn Aaron Voelcker & Darlene Diaz
<b>ANNOUNCEMENTS</b>		
<b>Next Meeting</b>		

**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.*