

**ENROLLMENT MANAGEMENT COMMITTEE  
MINUTES**

**September 16, 2020 | 3:00 – 4:30 p.m.  
Zoom Meeting 916 9355 8264**

**ATTENDANCE** (BOLD indicates online presence)

<b>Leonor Aguilera</b>	<b>Jacob Bereskin</b>	<b>Corinna Evett</b>	Guillermo Medina	<b>Frank Rivera</b>	<b>Barbara Sproat</b>
<b>Joanne Armstrong</b>	<b>Rudy Carrion</b>	<b>Lori Fasbinder</b>	<b>Umaimah Memon</b>	<b>Sergio Rodriguez</b>	<b>Mike Taylor</b>
<b>Elizabeth Arteaga</b>	Jennifer Coto	Scott Howell	<b>Tuyen Nguyen</b>	Craig Rutan	<b>Aaron Voelcker</b>
<b>Ruth Babeshoff</b>	<b>Joe Duenez</b>	<b>Regina Lamourelle</b>	<b>Janis Perry</b>	<b>Andy Salcido</b>	Guests: None
<b>Denise Bailey</b>	<b>Nahla El Said</b>	<b>Miguel Luna</b>	<b>Marcelo Pimentel</b>	<b>Jorge Saucedo-Daniel</b>	

NEW BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP
1) Welcome and Introductions	Corinna Evett and Aaron Voelcker welcomed the committee and led introductions of new and returning members.	Meeting start time: 3:03 p.m.
2) Approval of Minutes from May 20, 2020	Minutes reviewed and approved as submitted.	Motion to approve: Barbara Sproat Second: Ruth Babeshoff Discussion: None Motion carried by majority Opposed: None Abstain: Corinna Evett, Mike Taylor, Regina Lamourelle, Joanne Armstrong, Nahla El Said, and Jacob Bereskin
3) Committee Reports/Updates	<p>Transfer Center: The Fall 2020 Virtual College Fair is scheduled for Oct. 1, 2020 from 9:00 a.m. - 1:00 p.m. This event will be open to SCC and SAC students and sixty schools will be participating.</p> <p>Distance Education Program Committee (DEPC): The committee is proposing the elimination of the Remote Blended (RB) modality due to liability concerns for uncertified instructors teaching in Canvas. Scott James will bring this item forward to Academic Senate for further discussion.</p> <p>Janis Perry requested a current enrollment update. Sergio Rodriguez reported Fall 2020 is down 301 FTES compared to Fall 2019. The Deans have scheduled additional 8-week late start classes in an effort to recoup lost FTES. Corinna Evett added that despite lower fall enrollment, SCC is still on track to hit annual target numbers.</p> <p>Planning and Institutional Effectiveness Committee (PIE): The committee assigned a task force to streamline the current Resource Allocation process. Upon completion, the recommendation will move forward to Academic Senate and College Council for review and potential approval in early spring. A different task force is working on the Request for Authorization to Apply for a Grant process. The focus will be to revise the</p>	

	<p>instructions, provide scenarios, outline next steps and offer guidance on the approval process.</p> <p>Educational Master Planning Committee: The committee has resumed program review conversations with department chairs via Zoom. The Zoom format has proven to be very constructive as sessions are recorded and meeting invitations can be extended to the entire college community, thereby enabling an institutional dialog around program improvement.</p>	
4) Review College Mission Statement	Aaron Voelcker reviewed the SCC mission statement with the committee.	
5) Review Committee Governance Handbook Description	Aaron Voelcker shared the location of collegial governance information on the SCC website, specifically noting the EMC webpage. He recommended the committee review the EMC handbook to use as a framework for future efforts. Discussion ensued regarding the current membership needs of the committee.	Mike Taylor will assign another Math & Science committee member.
6) Update: Department Chair Access to Power BI	Institutional Effectiveness and Research developed a number of reports to support the program review process in Power BI. Pre-COVID, the District purchased 50 additional Pro-License subscriptions for SCC department chairs. Aaron Voelcker provided a brief overview of Power BI Cloud Service capabilities. A comprehensive training will be scheduled once campus re-opens.	
7) Discuss Academic Senate Charge: Make Class Cancellation Guiding Principles Recommendation	The Academic Senate President tasked EMC to formulate and submit recommendations to Academic Senate and College Council regarding guiding principles for class cancellations. Corinna Evett requested members review the Enrollment Management Plan and consider this item from a philosophical perspective to inspire an extended discussion at the next meeting.	Janis Perry requested the previous Goal 6 Enrollment Management Plan document (authored by Janis, Marcello, Regina, Denise, et al.) be distributed to the committee.
<b>ANNOUNCEMENTS</b>		
<b>Next Meeting</b>	October 21, 2020	Meeting ended at 4:31 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.*