

**ENROLLMENT MANAGEMENT COMMITTEE
MINUTES**

**September 21, 2022 | 3:00 – 4:30 p.m.
Zoom Meeting 916 9355 8264**

ATTENDANCE (BOLD indicates present)

Leonor Aguilera	Jennifer Coto	Amanda Henry	Tuyen Nguyen	Andy Salcido	Barbara Sproat
Joanne Armstrong	AJ Cully	Scott Howell	Marcelo Pimentel	Michelle Samura	Martin Stringer
Elizabeth Arteaga	Darlene Diaz	Regina Lamouelle	Narges Rabii-Rakin	Jorge Saucedo-Daniel	Aaron Voelcker
Rudy Carrion	Ryan Foley	Christine Martinez	Sergio Rodriguez	Roxzel Tellez Soto	Guest:

NEW BUSINESS	DISCUSSIONS/COMMENTS	OUTCOME/FOLLOW UP
1) Welcome	Introduced new members: Professor Amanda Henry and Dean Michelle Samura	Meeting started at 3:06 pm
2) Approval of May 18, 2022 Minutes	Minutes approved with edits and updated attendance	Motion to Approve: Martin Stringer Second: Scott Howell Discussion: Confirmed attendance at the May 18 th meeting and identified member who made the motion to approve the minutes Oppose: None Abstain: Rudy Carrion, Regina Lamouelle, Amanda Henry, and Michelle Samura Motion carried
3) Review Membership and Responsibilities	Discussion regarding the mission statement, membership, and committee responsibilities. Topics included the following: <ul style="list-style-type: none"> • Addition of a non-voting member: Public Information Officer (PIO) Lilia Rodriguez. • Changing the name of the Enrollment Management Committee to the Strategic Enrollment Management Committee (SEM) 	Motion to approve the Collegial Governance handbook to include changing the name from Enrollment Management Committee to Strategic Enrollment Management Committee and also adding the PIO as a non-voting member to the committee: Aaron Voelcker Second: Rudy Carrion Discussion: None Abstain: None Motion carried without dissent
4) (Strategic) Enrollment Management Plan A. Review goals, strategies, and tactics B. Assign contributors C. Target date for Tactic Action Plan worksheets	Reviewed progress and completion of the Strategic Enrollment Management Plan which must be approved by the Senate in December to ensure it gets to the Board of Trustees in January or early February.	Individuals working on the same goal should meet prior to October 13 th to ensure alignment with the group submission.

	<p>Members were assigned to a goal and tasked with completing a tactics worksheet in the EMC Teams folder by October 13th.</p> <p>The fully approved SEM Plan must be presented to Tammy Aagard by end of February in order to fulfill SCCs grant obligations with AACROA (American Association of Collegiate Registrars and Admissions Officers).</p>	
ANNOUNCEMENTS	The RG542 enrollment report can be found in the Teams folder or on the EMC webpage.	
Next Meeting	October 19, 2022, at 3 p.m.	Meeting ended at 4:23 p.m. Motion to Adjourn: Darlene Diaz Second: Martin Stringer Motion Carried

EMC meetings are held on the 3rd Wednesday of the month from 3:00-4:30pm in Zoom

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.