

Enrollment Management Subcommittee

March 1, 2019 / 8:30am – 10:00am / CAK 224

Members Present:

Carol Farrar	Academic Affairs (co-chair)
Tucker Amidon	English (co-chair)
Kathleen Sell	English
Sandy Baker	Dean of Instruction, Nursing
Jami Brown	Sociology
Ellen Drinkwater	Counseling
James Knieriem	Applied Technology
Scott Herrick	Life Science
Kevin Mayse	Music
Steve Sigloch	Kinesiology
Mia Timme	IDS, LHSS
Monica Green	Planning & Development

Members Absent:

Kenneth Cramm	Mathematics
Kristine DiMemmo	Dean of Instruction, CTE
Stacy Eldridge	Chemistry
Wendy McEwen	Institutional Effectiveness
Kyla O'Conner	Admissions & Records
Dorine Uribe	IDS, FAPA
Kristi Woods	Dean of Instruction, LHSS
Victor Sandoval	Reading
Peter Westbrook	Cosmetology

- I. Call to Order: approximately 8:30am, quorum met
- II. Approval of Agenda (Kevin Mayse/Tucker Amidon)
Approval of Minutes (Kathleen Sell/Tucker Amidon)
- III. Ongoing Business
 1. FTES update 18-19 (handouts)
 - a. Targets have buffers to help us reach the target with actuals from Summer & Fall
 - b. Not included is the 100 FTES that was shifted to increase the base year
 - c. Allocation is based on a 3 year average
 - d. District Enrollment Management has not yet set targets
 - e. Deans have been instructed to grow in areas that need to grow, but the focus needs to be on completions

- f. At this time, it is expected that RCC will meet targets set and reclaim some of the 444
- g. Reviewed handout (attached) from District projections – the spreadsheets don't match but target is the same - 16422
- h. EMD doesn't capture the non-resident credit FTES
- i. looking at the additional shift, rather than being 444 over, we'll be 110 under
- 2. FTES 19/20 growth areas
 - a. All the colleges are doing fairly well, we are still able to grow and in terms of FTES, RCC is doing just fine
- 3. Guided Pathways update
 - a. RCC team attended Guided Pathways Institute #5 and working on homework which is focused on instruction – Pillar 4 – Insure learning.
 - b. Program maps are being developed, collaboration across district is needed in identifying recommended courses because not all colleges are offering the same courses.
 - c. Trailheads are the first 15 or so units that a student would take in a general instructional path while moving forward and making some choices in order to select the correct program map
 - d. trailheads we reviewed at retreat, counseling, dept. chairs, TLLC,
 - e. Each instructional pathway has a description and was reviewed in TLLC, assigned a faculty lead. TLLC voting electronically today to approve them move to Senate and EPOC
 - f. Instruct path des – with guided principals that direct the decisions being made to select images in conjunction with college logos also moving forward through approvals; counseling is also working on a case load model and revising on boarding process in time for April for registration, new processes and introduced to student success team and academic engagement centers. Faculty are asked to identify your instructional pathways in signature blocks to identify your pathway and team.
 - g. Early registration will allow the college to see registration trends and possibly add sections to meet student need.
 - h. Student Registration will open in May for both Summer and Fall semesters, the schedule is due in April.
- 4. Schedule Development timeline (tabled)
- 5. RCC SEM plan
 - a. the entire plan was emailed out and Tucker is asking for edits, comments, suggestions due Friday, March 8th
 - b. Would like to have this approved by the end of the semester. Need to be moved up to TLLC in March so that it can reach EPOC in June. Kathleen will move the SEM plan to TLLC.
 - c. Timeline – approve at March meeting
- IV. New Business - None
- VI. Open Forum
 - i. Move enrollment management webpage from academic senate page to TLLC subcommittee page
 - j. Remove the old plan and add in SEM plan pending add date
 - k. Also need membership and meeting days/times to be added
 - l. Final schedule has conflicts in Spring. Changes are on the attached revised schedule. There are still conflicts but not all can be avoided.

- m. Motion to approve changed finals schedule by Sell/Amidon approved by consensus.
- n. Same correction will be made to the Fall finals schedule
- o. Spring 2019 had 25 cancelled English sections; Kathleen Sell would like to not overschedule this semester. Dr. Green would like English to go ahead and schedule English 1A with support because students will be advised correctly and they were not last semester. Expect that the students will register for English 1A if they are told to.
- p. Through improved communication with students about other placement, they will know to enroll in English 1A.
- q. District should be updating the online pdf schedule of classes online so that class rooms and other info is updated.
- r. Students don't know that the pdf is updated perhaps an updated date/time should be included on the doc so it can be noted that the document is live.
- s. IDSs make updates and should let the deans know that the
- t. Need to notify students to check WebAdvisor to check for changes in rooms, etc.

VII. Adjournment – meeting adjourned at 9:49 am.

Minutes submitted by Elena Santa Cruz