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| ***MEETING DATE:*** | **Wednesday, January 30, 2019** | | | | | | |
| ***LOC./TIME:*** | **T-850, 10:30 a.m.-12:00 p.m.** | | | | | | |
| ***PARTICIPANTS:*** | **Co-Chairs: Vice President of Student Services (VPSS)-Vicki Ferguson\***  **Vice President of Instruction (VPI)-Rudy Besikof\***  **Membership**  **Dean (Instruction) - Denise Richardson**  **Dean (Student Services) - Mildred Lewis**  **Vice President of Business Administration (VPA)-Derek Pinto**  **Director of Student Activities and Campus Life-Gary Albury**  **Director of IT-Rupinder Bhatia**  **Public Information Officer (PIO) - Dolores “Max” Bernal\***  **Academic Support Services Specialist-Derek Lee\***  **Research & Systems Technology Analyst-Clifton Coleman**  **Faculty Senate President-Fred Bourgoin\***  **Faculty/Guided Pathways-Suzan Tiemroth-Zavala\***  **Faculty/Guided Pathways-Eleni Gastis\***  **Counselor-Manuel Alcala**  **Counselor-Terrance Greene**  **Counselor-Janelle Tillotson\***  **Classified-Chandra Johnson-Malone**  **Classified-Iolani Sodhy-Gereben**  **Classified-Dr. Joseph Koroma**  **Classified-Rene Rivas**  **Associated Students of Laney College (ASLC) Representative-Evetta Williams**  **Associated Students of Laney College (ASLC) Representative-Vacant**  **Associated Students of Laney College (ASLC) Representative-Vacant**  **\*Core IEPI/SEM Group**  **Note Taker- Hope Lane** | | | | | | |
| **AGENDA ITEM** | | | **DISCUSSION NOTES** | | **ACTION ITEMS** | |
| 1. **Review and Approval of Agenda (Action)** | | * Call to order @ 10:37; * Change Outline & Proposed Timeline * If time doesn’t allow we will table agenda IV and Max will email info. | | * Rudy move to accept agenda; Terrence 2nd * No abstention agenda approved | |
| 1. **Approval of Minutes** | | * Edit: Sec. III-3 bullets from bottom * VP: reviewing outline | | Fred moved to approve minutes; Eleni 2nd  5 Abstentions: Rudy; Rupinder; Terrence; | |
| 1. **Enrollment Management Plan-Proposed Outline and Timeline** | | * Group discussed SharePoint and how to navigate through the document in addition to conversing over the process and how rubric/foundation was built… Explained the pillars: two pillars guided pathways; out side is assement; outreach… shared what should be in column one; we could move pillar one in table; Shared SharePoint plan document with committee. In plan put see appendix * Max/Rupinder both questioned giving people/department credit there input… Eleni wanted to include student input (what they want)… Rudy questioned adding student needs including…. Max shared adding who would add who’s responsible for certain items… Rudy asked of IEPI members should we add hard monetary amounts in plan. Dean Lewis suggested adding ….. VP shared timeline updates for February; Max/Dean Richardson volunteered to assist with edits… Max questioned if we would have accurate time for 1st & 2nd read would be in time for upcoming college council since it must be forwarded to Maisha two weeks before meeting… VP shared it shortened our vetting time since it must go to various shared governance committees/constituents… | | * Pillar-Outreach:derek p/mildred/rupinder * Scheduling-denise/Terrence/ Eleni/Fred/Rudy * Marketing-max * Support for students-vp/,derek lee/denise * Ensuring learing: Fred/Rudy * Gary-ASLC * Eleni-Classified senate * Tech Planning Committee-Max/Rupinder * Exec. Cab.- * IEC- * Gary questioned timeline for constituents groups reccomendations | |
| 1. **Communication-**   **Max/All** | | * Tabled/Max will send email to committee | |  | |
| 1. **Clifton Coleman-**   **Data Updates** | | * Outreach: will change repurposing of assement dept-> will use assement new name… Dean Lewis will follow up with any missing information in regards to union, h.r, etc, customizing ccc apply for welcome video for 19-20 enrollment... will * Sched. Practices: confused on bullet points questioned what the charge was for group; asked why didn’t have a-d lists as others do…questioned should (all) pillars have same uniformity…will activities be apart of table; terrance asked if we should action points; fred-put a-c on list action items * Support to students- Will make necessary wording adjustments * Marketing-creation marketing media; soc. Media; digital media use of more; follow up with high school/local business; follow up with iniatives to increase… * Ensuring learning: use of data, assement and improvement; professional development; | |  | |
| 1. **Good of the Order** | |  | | * Rudy-Motion to extend 5 min * No abstentions meeting to extend to 12:05 | |

**NEXT SEM COMMITTEE MEETING –February 6, 2019; T-850- 10:30 a.m.-12:00 p.m.**

**VP Motioned to adjourn @12:05**

**Rudy 2nd to adjourn meeting**