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| ***MEETING DATE:*** | **Wednesday, February 6, 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 (Enrollment 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 at 10:39
 | * Rudy moved to approve
* Derek 2nd
* Agenda approved
* No abstentions
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| 1. **Approval of Minutes**
 | * Rudy approve minutes
* Rupinder 2nd
* Dean Lewis requested a correction change from Dean of Student Services to Dean of Enrollment Services
* Janelle, Clifton, Susan abstentions
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| 1. **Enrollment Management Plan-Proposed Outline and Timeline**
 | * Committee convened in their Pillar Work Groups and continued to work on Plan
* Rupinder and Max Attended Technology Committee (TC) meeting and discussed draft plan and questioned if Distance Ed and CTE can have representation on the SEM committee. Rudy suggested adding Chelsea Cohen, Distance Ed. Coordinator to a future SEM meeting agenda
* Gary shared ASLC has the plan on the agenda for Feb. 7th meeting
* VP shared phone meeting with SEM Coach Matthew Jordan. Discussion included part time students, pell grant recipients; he’s considering the next visit at Feb 20th meeting; group agreed for coach to attend meeting to receive feedback on the draft plan
* Committee agreed not to do share-out; as everyone will go into SharePoint and make edits
* Vicki, Clifton, Eleni, Suzan, Max will meet to better organize the plan. Will set-up meeting date amongst themselves.
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| 1. **Communication-**

**Max/All** | * Max is creating a section for the newsletter; would like to share the charge, goals, and membership, with hopes of getting something out by end of February. Will send email of late start classes with codes, will try do on a more consistent basis
* Rudy reported FTES is at 88% of goal.
* Janelle questioned if the information on late start classes will be sent out as a flier or via email
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| 1. **Clifton Coleman-**

**Data Updates** | * Clifton reported the State Chancellors Office launched the Student Success Metrics Dashboard. It will be used in equity and student funding formula plan. Clifton present at a future meeting. Rudy will share the email link with the committee.
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| 1. **Good of the Order**
 | * Meeting adjourned VP Denise
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**NEXT SEM COMMITTEE MEETING –February 20, 2019. T-850- 10:30 a.m.-12:00 p.m.**

Outreach: Derek P., Mildred, Gary, Chandra

Support for Students: Vicki, Derek L., Denise R., Janelle

Scheduling: Terrence, Rupinder, Eleni, Suzan

Marketing: Max

Ensuring Learning: Fred, Rudy, Clifton