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| ***MEETING DATE:*** | **Wednesday, December 19, 2018** |
| ***LOC./TIME:*** | **T-850, 10:00 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 of Instruction-Denise Richardson****Dean of 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 Outreach & Technology Analyst-Clifton Coleman** **Faculty Senate President-Fred Bourgoin\*****Faculty/Guided Pathways-Suzana Timeroth-Zavala\*****Faculty/Guided Pathways-Eleni Gastis\*****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-Vacant** **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)**
 |  | * Rudy moved to approve agenda; Eleni 2nd No abstentions.
 |
| 1. **Approval of Minutes**
 |  | * Rupinder moved to approve minutes with corrections; Fred 2nd

Minutes approved unanimously |
| 1. **Enrollment Management Plan-Proposed Outline and Timeline**
 | * Rudy shared outline with the committee
* Rupinder requested clarification on III. B. on the outline regarding online college. Rudy confirmed that it was not in relation to the state online college. Rupinder recommended that it states distance education instead.
* Rupinder asked about if plan will be 2 year; VP confirmed and shared it is in the committee charge; Max-III A.-questioned if we have a marketing plan for outreach efforts and strategies.
* Dean Richardson asked to clarify if weekend/evening College will have support services available.
* Rudy proposed to add number 4. Marketing to the college🡪 in reach/outreach (Max will work on adding topics.)
* Suzan requested all documents sent to committee prior to meeting.
 | * VP & Rudy will work on changes and forward to the group
* Rudy will send outline to committee
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| 1. **Revisit group activity-Defining Enrollment Management**
 | * VP suggested add the definition of enrollment management and the guiding principles to Enrollment Management Plan.
* Chandra shared she liked definition 1 & Guided Principles from group 2
* Gary suggested, the definition should include a 2 year plan
* Max wanted to add the word “workforce”
* Discussion included reviewing guided principles
* Keep all of group 2’s bullet points. Edit to bullet 3 to state… College SEM efforts will include sound fiscal planning and alignment with the education and strategic master plans before goals are finalized. Add group 1’s last bullet to state:
* Supporting Laney’s equity goals by identifying ways to ensure success of diverse and disproportionately impacted student populations
* Supporting all students in achieving their educational goals and realizing their tremendous academic and career potential
 | * Eleni moved to adopt group 2 definition-discussion & guided principles-upon discussion
* 2nd Max
* Motion of Definition 2 passed
* Denise would like to amend bullet 2
* Motion to call to question
* No abstentions motion passes unanimously.
* New Guiding Principle will be included as attachment to the minutes
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| 1. **Clifton Coleman-Data Updates**
 | * No updates
* Will add Clifton to agenda for updates as needed
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| 1. **January/February meeting dates**
 | * No meeting on January 2. Will meet on January 16th and Jan. 30th time will remain the same
* No changes to February dates
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| 1. **Good of the Order**
 | * Nothing to report
 | * Rudy motion to adjourn
* Fred 2nd
* Meeting adjourned at 11:30
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**NEXT SEM COMMITTEE MEETING –January 16, 2019; T-850- 10:30 a.m.-12:00 p.m.**