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|  ***MEETING DATE:*** | **Wednesday, December 5, 2018** |
| ***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 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 & Systems Technology Analyst-Clifton Coleman** **Faculty Senate President-Fred Bourgoin\*****Faculty-Scott Godfrey** **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)**
 |  | * Vicki motioned to add SEM conference as item V.
* Rudy 2nd
* Motion passes to add item V. unanimously
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| 1. **Approval of Minutes**
 | * VP discussed protocol of meetings in accordance with the Brown Act. As we are now a Shared Governance Committee approved by college council. Website update is in progress.
 | * Eleni moved to approve minutes
* Max 2nd
* Minutes approved
* One abstention (Gary)
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| 1. **Enrollment Management Plan**
 | * Vicki discussed Enrollment Management Plan (EMP) and how to move forward
* Rudy discussed EMP and ways to move forward to execute. He posed to the group: What would you expect to see in an EMP?
* Dean Lewis discussed plan to include student services with data from Clifton
* Plan-what are quick ways to increase enrollment must include instruction and how student services can support
* Max asked clarification about overlapping times ex: 10:15 class🡪10:00 start time why can’t student enroll
* Rene discussed policy of classes not able to overlap due to system setup
* Eleni discussed enrollment strategies and possibility of discussing at fall retreats
* Max discussed communication faculty needed to be more involved sharing of plan
* Vicki mentioned specific strategies and how to achieve each one
* Rupinder shared increasing marketing and outreach for prospective students
* Clifton measurable benchmarks
* Dean Richardson discussed curriculum transitions; demonstrate strategic recognition and changes that will be taking leadership; what works tutors etc. Institutionalize
* Dereck-identify trends; internal/external completion
* Janelle strong improvement component-outreach, recognizing dual enrollment; high schools; how purposeful is it; how well are we marketing short term programs
* Max how each task will be funded
* Iolani ensure we are scheduling courses where students can complete certificates
* Dean Richardson timeline to creating new curriculum
* Fred shared the development of a timeline as a main goal of district wide curriculum
* Gary should include pillars that will move students throughout their academic journey; funding plays an important part
* Janelle integrated counseling institutionalized; counselors going into classrooms; great way to reach students; technology training for students who are in the digital divide; offer technology orientation for students
* Derek Lee follow up with students’ mid semester
* Max is guided pathways funded and how will those funds be used in relation to enrollment plan
* Fred shared at a District meeting it was discussed Laney not having an enrollment management plan; it was highlighted that enrollment strategies are included in the colleges Strategic Plan. Would like to work with other colleges to see how their plans work; show the way (we will work with other colleges to develop better schedules, etc.) let’s not wait on district…we need to take control on moving forward
* Vicki emphasized the need to develop timeline of draft.
* Derek P. let’s figure out date and work backwards
* Janelle questioned should we have a draft to present at the Jan. 11 SEM conference.
* Rudy posed to take the lead on drafting a mock plan; will bring something in for the group to review. Committee agreed.
* Vicki and Rudy will begin a draft/timeline
* Timeline:
* Dec. 19-Draft
* Jan. 11-Conf-vetting points
* Flex days-Jan. 17 &18
* Feb. 1-Retreat Dept. Chairs
* February -vetting month
* Follow up with Flex Coordinator-Faculty Leadership
* March 20th college council-first read
* April 17-2nd read
 | * Rudy posed to take the lead on drafting a mock plan; will bring something in for the group to review. Committee agreed.
* Vicki and Rudy will begin a draft/timeline
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| 1. **Clifton Coleman-Data Updates**
 | * Discussed OUSD pipeline; trends; demographics, etc
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| 1. **SEM January Conference**
 | * Ms. Hope confirmed attendees and logistics for SEM Midpoint Conference in January
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| 1. **Good of the order**
 | * Next meeting December 19th time change🡪10:00 a.m. to allow more time to discuss draft of EMP.
* Max proposed for next meeting for committee to revisit the definitions of enrollment management composed at Nov. 14th meeting. Meeting adjourned at 12:00 p.m.
 | Derek P. motioned to meet at 10 a.m. instead of 10:30 a.m.Fred 2ndNo abstentions |

**NEXT SEM COMMITTEE MEETING –December 19th; T-850- 10:00 a.m.-12:00 p.m.**