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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 | |
| 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) | |
| 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 | |
| 1. **Clifton Coleman-Data Updates** | | * Discussed OUSD pipeline; trends; demographics, etc | |  | |
| 1. **SEM January Conference** | | * Ms. Hope confirmed attendees and logistics for SEM Midpoint Conference in January | |  | |
| 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 2nd  No abstentions | |

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