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| ***MEETING DATE:*** | **Wednesday, March 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-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)** | | * Meeting called to order @10:35 * Agenda Approved | | * Suzan motioned to approve agenda * Eleni seconded * Agenda approved unanimously | |
| 1. **Approval of Minutes** | | * Minutes approved | | Eleni motioned to approve minutes; Suzan seconded; Clifton abstained | |
| 1. **Review Enrollment Management Plan Draft** | | 🡪Subgroup met to do editing last Friday (Suzan/Eleni/Rudy/Vicki). Credit was given to Suzan, Eleni for their considerable contributions to the effort.  Also reported that it was put on shared drive.  Rupinder and Max were commended for their cover/graphics contributions.  Additionally, Clifton was recognized for his contributions vis a vis data.  President also edited, provided formatting to the report.   Eleni provided some overview of the work done.  She reported that it was reorganized to produce a more cohesive draft, referencing page 5 as an example. Draft went from 28 pages to 12.  Feedback came from IEPI coach Matt Jordan.  Bullets within original document were reduced for redundancy and now include Guided Pathways work more as well as the shift to honoring schedule blocks.  Also, rather than a document that discussed long-range enrollment management, the focus of this report is on the 2 years.  Changes:  adding undocumented students.  In addition, goal areas contained realistic percentage increases.  In addition, Suzan reported that the plan now focuses more on college’s current students, particularly attention to their persistence and success, in addition to collaboration between instruction and counseling/student services. Rudy added that the goals of the plan are now linked to the college’s strategic goals as well.  🡪 **Reviewed document page by page -**  Capitalization, other formatting revisions were discussed, as well as the acknowledgment section, Suggested a hyperlinked table of contents for the electronic version.   Fact sheet to be added by Clifton and Rupinder in image file form (Max did a great deal of the work) between introduction/guiding principles., to appear as pages 4 and 5 in final draft) ;  page 2  - suggested revisions included more paragraphing, shortening of some sentences and tense revisions.  Deleted “defunct,” added “Strategic” to the name of the June 2018 conference.  Replaced “articulated” with “defended.”   Fred:  within first paragraph, make “inequities” plural in the antidote sentence.  Support was made singular.  On chronology, fall omission was discussed.  Will include formation of committee through shared governance process.  Other cosmetic corrections were made.  **Page 3** - will remove “in appreciation” to the table of contents corrected, also Derek Lee’s title, spelling of Terrance Greene’s name, Rupinder’s title, Derek Pinto’s title, Chandra’s title,  **Page 4** - cosmetic edit made; bullet #1. Rephrased to “help students achieve their educational goals while cultivating their limitless potential. “for the first sentence; status quo on second sentence.  Second bullet, delete first part and begin with “Campus-wide”. -  **Page 5** - adding “undocumented and mixed-status students and veterans”. At the end of paragraph 2 (after incarcerated).  Suggested removal of “we want; we aim” from page 5.   Committee agreed to add timeline as well as responsible parties at the end of pages 6, 7 and 9.   Persistence to Laney:” within”. CTE bullet point: write the number 9 as nine, also in last bullet, change to 3.  Replace CTE with “career education”.    Also no colon in non-credit.  Insert “as well as” to groups of students  Persistence:  no “the”l fall to spring sh0.ould be hyphenated.   Also, change “percent” to percentage points throughout bullet points for those that are rates; defer to Clifton.  Combine the two degree bullets, one to Associate Degrees for Transfer; the other to Associates Degrees.  In second paragraph with “Identification of” sentence, change second verb to “have been,”  **PAGE 6** - CHANGE TO ESOL.  Change CTE TO “career education>’   Lower case on “inquiry” in first sentence.  Respond to ………….by……… instead of Apply………. such as  Add “along with” to distance education  **PAGE 7** - Second bullet:  add “and” before career exploration; revise to include “Student Education Plans”  Look at capitalization of “distance education”  Add “message” to text reminders  **Page 8:**  Change “will” to “to” in first sentence.  Lower case on equity.  **Third bullet** - change easily understandable to “clearly stated”.  **Sixth bullet -** work with the district to more effectively market the college  **Eighth** **bullet**- Change collaborative to collaborate  Ninth - Change better to improve  **Page 9** - Change conduct to “increase the number of financial aid workshops”  Ampersands change to and  Check for consistency on strategic goals  **Conclusion** - Replace “might be” with one of our primary….is  Delete office from Chancellor  Classified “Professionals”  Fix dashes  Put conclusion on separate  Fix the alignment of bullets  Derek motioned to approve plans with edits; Fred second to approve plans with edits; motion passes unanimously to approve plans with edits. | |  | |
| 1. **Vetting of Plan Timeline** | | * Eleni announced special meeting of the Senate on the March 12th for feedback. Classified Senate meeting on March 15th, ASLC will happen at next meeting; Vetted at IEC. | |  | |
| 1. **Clifton Coleman-**   **Data Updates** | |  | |  | |
| 1. **Good of the Order** | | Denise moved to adjourn; Janelle seconded;  Meeting adjourned at 12:05. | |  | |

**NEXT SEM COMMITTEE MEETING –March 20, 2019; T-850- 10:30 a.m.-12:00 p.m.**