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| ***MEETING DATE:*** | **Wednesday, October 3, 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 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 Donald Moore** **Faculty-Scott Godfrey** **Faculty-Blake Johnson\*-remove?****Faculty/Guided Pathways-Suzana Timeroth-Zavala\*****Faculty/Guided Pathways-Eleni Gastis\*****Counselor-Manuel Alcala** **Counselor-Terrance Greene** **Counselor-Janelle Tillotson\*****Classified-Chandra Johnson-Malone****Classified-Iolani Sodhy-Gereben** **Associated Students of Laney College (ASLC) Representative-Evetta Williams** **\*Core IEPI/SEM Group****Note Taker- Hope Lane** |
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| **AGENDA ITEM** | **DISCUSSION NOTES** | **ACTION ITEMS** |
| 1. **Review and Approval of Agenda (Action)**
 | * Agenda Approved by group
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| 1. **Approval of Minutes (9/12/2018)**
 | * Minutes approved by group
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| 1. **Review Committee Structure (Discussion/Action: if approved motion goes forward to College Council)**
 | * College council approved name change and charge; but wanted to see parody among constituency. Dean Richardsonrecommend Rene; group discussion included adding more classified professionals and students. Dean Lewis agreed to add more classified from her division (Adm & Rec/FinAid); VP Ferguson mentioned opening more seats for students; Dolores mentioned adding Dir. Albury to committee since he works closely with students. Group would like to add two more students which would bring student total to three; and add Classified Prof.

 Rene R. and Dr. Koroma. Chairs would let constituency leaders know if members were, absent from meetings.* Results of Membership Seat Changes/Committee Structure
* **Administration** from six seats to seven-(add) Dir. Gary Albury
* **Faculty** remove Blake Johnson bringing total to eight. Suzan/Eleni will serve as Guided Pathways liaisons
* **Students** from one to three seats
* **Classified Professionals** from five to seven seats-(add) Rene Rivas and Dr. Joseph Koroma
 | * Eleni moved to approve new committee structure
* Max abstains
* New Structure Committee passes unanimously
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| 1. **Clifton Coleman: Enrollment Data**
 | * Clifton provided handouts: Laney College Demographics Profiles and Application Data and presented the overall findings of the data
* Rupinder discussed concerns about students wanting to taking natural sciences; VP Ferguson discussed 45 units completion campaign
* Clifton discussed trends and demographics among students; and applicants
* Eleni discussed better marketing information for Laney/Peralta in areas which surround the schools
* ML discussed challenges of Oakland promise; retention; using Oakland promise for retention.
* VP Ferguson-suggested having CC report on data at every meeting
 | * CC would further facilitate discussion on data elements
* CC Presentation Link attached (see below)
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| **V. Good of the Order** | * Rupinder discussed FTEF for spring 2019 and being able to identify classes/students who are close to finishing; point of focus at chair retreat to look at recommendations from this committee and others…
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**Meeting Adjourned: 12:05 p.m.**

**NEXT SEM COMMITTEE MEETING – Wednesday, October 17th, T-850- 10:30 a.m.-12:00 p.m.**

Clifton Coleman Applications/Enrollment Presentation:

<https://infograph.venngage.com/pl/YcP07kWOCeg>

Demographic/Guided Pathways Profiles:

<https://www.dropbox.com/s/plzv9nwj7h6se6u/Guided_Pathways_Fact_Sheets_Ver4_10012018.pdf?dl=0>

Adult Participations Rates Map/Dashboard:

<https://public.tableau.com/shared/N23N4JD9F?:display_count=yes>

Not Presented, but for reference:

Peralta District Data Compendium

<http://web.peralta.edu/studentservices/files/2017/10/PCCD-SEM-Data-Compendium_vr4.pdf>

Peralta District Enrollment Trends

<http://web.peralta.edu/studentservices/files/2017/04/PCCD-Enr-Mgmt-Trends-Report-final-MB-4.17.17.pdf>