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| ***COMMITTEE:*** | **STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE** |
| ***MEETING DATE:*** | **December 18th 2019** |
| ***LOC./TIME:*** | **T-850/10:30 a.m.-12:00 p.m.** |
| ***PARTICIPANTS:*** | **Vicki Ferguson**, **Rudy Besikof,** Mildred Lewis, Denise Richardson, Derek Pinto, Gary Albury, Rupinder Bhatia, **Derek Lee, Clifton Coleman**, **Eleni Gastis**, Terrance Greene, **Janelle Tillotson,** Iolani Sodhy-Gereben, Joseph Koroma, Nia Ford, Larena Baldazo, Karina Gonzalez  **(Bold denotes Core IEI/SEM Group)** |
| ***NOTETAKER:*** | **Hope Lane** |
| ***HANDOUTS:*** | |  |  | | --- | --- | | * Meeting Agenda * Previous Meeting Minutes |  | |

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| **AGENDA ITEM** | **ACTION** | **GOAL/Discussion** |
| 1. **Review and Approve Agenda**   **(5 Minutes)** | * Laura Baldazo motioned; Derek Pinto 2nd. Agenda approved |  |
| 1. **Review and Approve Minutes**   **(5 Minutes)**  🡪Approve Dec. 4th minutes | * Laura Baldazo motioned; Mildred Lewis 2nd; Derek Lee abstained. Minutes approved with corrections | * Correction VII-> Will change “an” to policy |
| 1. **Flex Day Workshop Plan**   **(15 Minutes)**  🡪Rudy Besikoff & Vicki Ferguson | * Discuss roles and activities for March Flex Day | * Suggestions for agenda and presenters to include: Clifton, Eleni, Larena, Dr. J., and Co-Chairs * Will develop subcommittee to discuss agenda |
| 1. **SCFF Presentation**   **(20 Minutes)**  🡪Clifton Coleman |  | * Clifton Coleman presented the SCFF report. Discussion included the transfer rate of students; campus lost 40% of degrees * Mildred Lewis mentioned the 45 unit follow up with counselor appointment * Will work with Larena Baldazo to follow up with students who are lacking 12 units and advise them to increase unit load to 12 units * Vicki Ferguson suggested an incentive of “one class on us” with the possibility of purchasing books * Nia Ford suggested using the Peralta Promise funds * Joseph Koroma questioned if data could be pulled to see how many students have outstanding bill and possibly work with them * Larena Baldazo questioned which students would qualify |
| 1. **Student Survey**   **(10 Minutes)**  🡪Clifton & Eleni |  | * Committee discussed survey to benefit target audiences and class times * Survey will go out in early January * Committee gave feedback on survey |
| 1. **Good of the Order**   **(5 Minutes)** |  | * Rudy gave enrollment report update and shared 600 fewer students than this time last year, will work with PIO to reach out to students who enrolled in fall but did not enroll for spring semester * Department Chair meeting January 31, 2021 will follow up with committee to attend * Dual enrollment is double counted * 500 level not counted by district * Program review due December 20, 2019 * January 13th 🡪 Validating program review * Meeting Resource Allocation chairs (TBD) * One-Stop Jan. 18, 2020 |
| 1. **Adjournment** |  | * Meeting adjourned Mildred Lewis; Rupinder Bhatia 2nd |

**NEXT SEM COMMITTEE MEETING –February 5, 2020\*; T-850- 10:30 a.m.-12:00 p.m.**