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| ***COMMITTEE:*** | **STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE** |
| ***MEETING DATE:*** | **February 5, 2020** |
| ***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, Laura Bollentino, Iolani Sodhy-Gereben, Joseph Koroma, Nia Ford, Larena Baldazo, Karina Gonzalez, Suzan Tiemroth-Zavala |
| ***NOTETAKER:*** | **Hope Lane** |
| ***HANDOUTS:*** | |  |  | | --- | --- | | * Meeting Agenda * Previous Meeting Minutes * Master Calendar * Goals 2019-2020 |  | |

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| **AGENDA ITEM** | **GOAL/DISCUSSION** | **ACTION** |
| 1. **Review and Approve Agenda (5 Minutes)** |  | * Vicki Ferguson motioned to amend the agenda to include ISER updates facilitated by Rudy Besikof; New item listed as Agenda Item III. Larena Baldazo moved Rudy Besikof 2nd |
| 1. **Review and Approve Minutes (5 Minutes)**   🡪Approve Dec. 18th minutes |  | * Rupinder motioned to correct Laura to Larena Baldazo. Rudy Besikoff moved to approve Eleni Gastis 2nd; Suzan Tiemroth-Zavala & Laura Bollentino abstained. |
| 1. **ISER (Institutional Self-Evaluation Report)** | * Rudy shared & discussed ISER draft (2/3). SEM Committee is responsible for Standard II**.** A. 6. First part of file will be draft; “sandbox” will still be in file but will delete after draft is complete. Committee will revise language as they see fit. Please hyperlink any evidence loaded to make easierfor readers/reviewers. Standardstill needs to be entered; wait on work from all committees before writing conclusions. Encouraged committee to add recommendations if needed. File will be in Accreditation folder on Canvas by end of day. Will add members to Canvas as needed. A few members of SEM do not have access. Rudy will make sure all SEM members have access to the Canvas shell**.** |  |
| 1. **Goals 2019-2020**   **(5 Minutes)**  🡪Review & Feedback | * Vicki Ferguson reviewed goals. Members shared thoughts about college hour. Comments made included difference in college hour may affect meeting times of various committees. Laura Bollentino voiced new schedule may affect students if not notified ahead of time. Terrance questioned if all colleges will be on schedule in fall 2020. Rudy responded that college hour would be consistent across all four campuses. * Vicki Ferguson reminded the committee of the commitment to facilitate a workshop during the next flex day; chairs will follow-up with sub-committee. | * Vicki Ferguson will follow up with Flex Day group: Clifton Coleman, Eleni Gastis, Larena Baldazo, Joseph Koroma, and Co-Chair. |
| 1. **Master Calendar Draft**   **(15 Minutes)**  🡪Review | * Vicki Ferguson reviewed and updated Master Calendar for February and March 2020; Suzan Tiemroth-Zavala shared the funding received from CTE grant and shared about the new Student Success Center; Janelle Tillotson shared that Karina Gonzales wanted to hold another event to emulate the *“Department Rush”* held during fall semester. Rudy Besikoff would like to debrief on the fall event. Committee discussed holding event during priority week since most students are able to register at this time. Laura Bollentino made a suggestion to change the name to *“Enrollment Rush”* and include information as it relates to the new block scheduling but recognized students developed the name. Block scheduling includes classes, which are 2-7 units, with some caveats such as CTE and or science labs. Vicki Ferguson questioned if committee can work with Larena Baldazo to promote block scheduling so students will know of upcoming changes. Derek Pinto questioned if the best way to push summer enrollment as it pertains to high school students. Vicki Ferguson shared more partnerships with OUSD for recruitment will be taking place as enrollment for summer and fall approaches. Joseph Koroma mentioned the college budget is a concern as it relates to enrollment. All changes affect funding for students. | * Chairs will send an invitation to SEM meeting: Academic Support Committee to share updates |
| 1. **Student Survey**   **(10 Minutes)**  🡪Update: Clifton & Eleni | * Clifton Coleman and Eleni Gastis demonstrated the survey in a real time version. Survey is available via email and smartphone versions. Feedback included; responses/choices simplified; include time it takes to complete survey; include dropdowns for Student Life, such as, Food Pantry, Free Produce Giveaway, etc. | * Rudy Besikoff motioned to approve survey with updates; Larena Baldazo 2nd; Committee will review with updates prior to sending to PIO sending to students. |
| 1. **SEM Plan Updates & Exercise**   **(20 Minutes)**  🡪Review | * Team broke into four groups to document progress made regarding the strategies highlighted in the SEM Plan.; will discuss results of exercise at next meeting. | * Note-taker, Hope Lane will transcribe group exercise notes and include in the next agenda. |
| 1. **Confirm Membership**   **(10 Minutes)**  🡪Absence policy | * Laura Bollentino, Counselor (appointee); Suzan Tiemroth-Zavala, Guided Pathways (reappointed) | * Note-taker, Hope Lane will update Committee Member List with new additions. |
| 1. **Adjournment** | * Laura Bollentino motioned to adjourn; Janelle Tillotson 2nd | * Adjournment @ 11:51 a.m. |

**NEXT SEM COMMITTEE MEETING –February 19, 2020 T-850- 10:30 a.m.-12:00 p.m.**