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| ***COMMITTEE:*** | **STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE** |
| ***MEETING DATE:*** | **April 1, 2020** |
| ***LOC./TIME:*** | **Via Zoom/10:30 a.m.-12:00 p.m.** |
| ***PARTICIPANTS:*** | Vicki Ferguson, Rudy Besikof, Mildred Lewis, Beth Maher, Gary Albury, Derek Pinto, Rupinder Bhatia, Larena Baldazo, Derek Lee, Clifton Coleman, Eleni Gastis, Suzan Tiemroth- Zavala, Inger Stark, Janelle Tillotson, Terrance Greene, Laura Bollentino, Joseph Koroma, Rene Rivas, Iolani Sodhy-Gereben, Karina Gonzalez  |
| ***NOTETAKER:*** | **Hope Lane** |
| ***Zoom Link:*** | [https://cccconfer.zoom.us/j/500441427](https://cccconfer.zoom.us/j/500441427?_ga=2.231515994.478387542.1584932839-960834594.1584235130) |

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| **AGENDA ITEM** | **GOAL/DISCUSSION** | **ACTION** |
| 1. **Review and Approve Agenda**

**(5 Minutes)** | * Larena Baldazo motioned to approve;

 Rudy Besikof 2nd.  | * Agenda approved; no abstentions.
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| 1. **Review and Approve**

 **Minutes: *March 4, 2020*****(5 Minutes)** | * Rupinder Bhatia motioned to approve; Derek Pinto 2nd
 | * Corrections: Concentric Sky & Bakersfield College, Dean Institutional Education Craig Hayward, Ph.D.
* Minutes approved with corrections.
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| 1. **Enrollment Updates:**

 ***Rudy Besikof*** **(10 Minutes)** | * Rudy Besikof shared enrollment updates and Eleni Gastis discussed Instructional Programs/Tools such as Proctorio, a program platform for proctoring test and exams for online subjects (Math & English); locks web browser and tracks eye movements to prevent cheating. Labster will be provided to the campus free of charge. Rupinder shared the state is offering trainings on Proctorio, Connect-ed, and Net Tutor more information will be listed in April Tech newsletter.
* Rupinder Bhatia encouraged committee to ensure all Zoom accounts are licensed and not basic (free) please follow up with IT. Derek Pinto shared he contacted CCConfer and they were able to convert account to licensed once account was identified as Peralta. Please keep in mind there is a backlog.
* Derek Pinto: Weekly Chancellor Office Webinars – Provide system updates, plans & discussions in order to serve students remotely.
* Rudy Besikof updated the committee as it relates to Summer 2020; will convert any approved classes to 100% remote. Example: English 1A (3) face-to-face and (4) Distance Ed classes will be converted online. Deans are in communication with Department Chairs and looking at remainder of summer and requesting an extension of permission from state. We have received temporary approval to offer catalog 100% online if necessary. Will follow up with the Accrediting Commission and request an extension of that temporary approval from spring to spring and then summer and potentially fall.
* Rudy Besikof shared DE Addendum to request extension to offer 100% online courses for classes approved to be 100% online (Spring -> Summer -> Fall Accordingly).
* Rudy Besikof: If instructors feel that online courses are not able to be converted online, other alternatives will have to be considered for summer schedule.
* Rudy Besikof: CTE courses in the Summer 2020 may have to be moved to the Fall 2020 if they are unable to meet in person during COVID-19 EMERGENCY.
* Mildred Lewis shared concerns of upcoming enrollment projections; less mail coming through and less interaction from students.
* Vicki Ferguson: Suggested to develop a plan on reaching out to students.
* Mildred Lewis: Question of number of students that dropped classes (COVID-19 correlation). Clifton Coleman shared data has not been pulled.
* Beth Maher shared Student Success Center receiving calls from students inquiring about how to drop classes.
* Eleni Gastis: Suggestion on developing an Early Alert system (Starfish System), cold calling/phone banking to communicate with students. Question on how to fund such a project.
* Laura Bollentino shared Pass/No Pass Concern for transfer, how it affects Major Classes and GE Requirements, what protocols are being developed to handle concern/issue.
* Nia Ford question on the state of face-to-face vocational classes. Rudy Besikof alerted committee all face-to-face classes suspended until campus is re-opened.
* Rudy Besikof not all class solutions are to migrate to Canvas Platform. Faculty can use other programs and platforms for remote class instruction.
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| 1. **Remote/Online Instruction and Student Support Updates: *Vicki Ferguson, Rudy Besikof and Committee***

**(20 Minutes)** | * Larena Baldazo shared Weekly Laney College Newsletters will continuing to provide information of Campus news and updates.
* Vicki Ferguson shared webpage with committee: Remote/Online Student Services: <https://laney.edu/online-student-services/>
* Beth Maher: Suggested to include Live Phone Number connected to Remote/Online Student Services webpage. Vicki Ferguson, Departments are working on implementing Google Voice and other forms of direct student contact.
* Janelle Tillotson suggested having a table of contents for Remote/Online Student Services; Larena Baldazo responded WordPress has limitations, but will look into it.
* Eleni Gastis recommended having a list of classes and services that will not be continuing for Spring 2020, Summer 2020, Fall 2020 when available. Vicki Ferguson shared all student support services will be offered remotely.
* Mildred Lewis discussed the need for a method for students to submit sensitive documents securely to Financial Aid.
* Vicki Ferguson shared Campus Logic, an online submission tool for Financial Aid, was approved at last month’s Board Meeting. This tool will allow students to submit their confidential Financial Aid documents. In addition, the District Admissions and Records staff are working to develop CCC.MyPath in order for students to complete and upload forms remotely.
* Vicki Ferguson shared the upcoming: Laney College Student Virtual Town Hall on April 6th 12:30 p.m.-1:30p.m. and will stream via YouTube, Zoom and Facebook. The agenda will focus on providing students updates and how to access student support services and include question and answer segment.
* Rupinder Bhatia advised not to publicize Zoom meetings on social media due to “zoom bombing”
* Beth Maher shared Online Tutoring Systems, no longer using Zoom (due to zoom bombing), Phone Line from 9:00 a.m.-5 p.m. Online Tutoring Request Form Matching from 8:00 a.m.-9:00 a.m.
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| 1. **Student Survey Updates:**

***Eleni Gastis & Clifton Coleman*** **(10 Minutes)** | * Clifton Coleman updated committee, still continuing with surveys, communicating and working with classrooms & instructors to get survey to students via canvas.
 | * Clifton and Eleni will provide update on dispatching survey via CANVAS.
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| 1. **Accreditation Updates:** ***Rudy Besikof***

**(10 Minutes)** | * Rudy Besikof shared ISER Accreditation and Spring 2021visit still going forward.
 | * Rudy Besikof: Working on ISER Accreditation 2nd Draft.
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| 1. **Other/Updates**

**(10 Minutes)** |  | * Rudy Besikof, Clifton Coleman to work on creating Class List (List of Courses that are cancelled for Spring 2020, Summer 2020, Fall 2020) and Data Collection of Previous versus Current Semester (Enrollment & Drop Numbers)
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| 1. **Adjournment**
 | * Meeting adjourned Laura Bollentino; Derek Pinto 2nd
 | * Meeting adjourned at 12:05
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**NEXT SEM COMMITTEE MEETING – April 15, 2020: *Via Zoom* - 10:30 a.m.-12:00 p.m.**