|  |  |
| --- | --- |
| ***COMMITTEE:*** | **STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE** |
| ***MEETING DATE:*** | **April 15, 2020** |
| ***LOC./TIME:*** | **Via Zoom/10:30 a.m.-12:00 p.m.** |
| ***PARTICIPANTS:******ABSENT:***  | Vicki Ferguson, Rudy Besikof, Mildred Lewis, 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, Elizabeth MaherDerek Lee, Inger Stark, Iolani Sodhy-Gereben |
| ***NOTETAKER:*** | **Hope Lane** |
|

|  |  |
| --- | --- |
| ***ZOOM LINK:*** | [https://cccconfer.zoom.us/j/500441427](https://cccconfer.zoom.us/j/500441427?_ga=2.231515994.478387542.1584932839-960834594.1584235130) |

 | [https://cccconfer.zoom.us/j/500441427](https://cccconfer.zoom.us/j/500441427?_ga=2.231515994.478387542.1584932839-960834594.1584235130) |
| **AGENDA ITEM** | **GOAL/DISCUSSION** | **ACTION** |
| 1. **Review and Approve Agenda**

**(5 Minutes)** | * Derek Pinto motioned to approve agenda; Larena Baldazo 2nd.
 | * Agenda Approved; no abstentions.
 |
| 1. **Review and Approve**

**Minutes** **(5 Minutes)**🡪 **April 1, 2020** | * Rupinder Bhatia motioned to approve minutes; Rudy Besikof 2nd.
 | * Meeting minutes approved; Suzan Tiemroth-Zavala abstained.
 |
| 1. **Enrollment/ Accreditation Updates**

**(10 Minutes)** **🡪Rudy Besikof** | * Rudy Besikof shared updates, remote instruction approved by State Chancellor’s office to continue through summer.
* Distance Education (DE) Coordinator Chelsea Cohen received additional support due to increased workload of remote and online teaching. Coaching Coordinator; two Canvas trainers, one video trainer, teaching staff to run professional development events and conduct office hours to assist faculty. trainers will also hold weekly office hours.
* Rudy Besikof also discussed creating/building a FAQ resource for faculty to share and collaborate online/remote teaching, which could also be used as a resource for future semesters/classes as well.
* Nia Ford requested a cancellation list of classes for spring, summer and fall 2020.
* Rudy Besikoff shared updates of 2nd draft of ISER report published on Canvas website; noted changes such as having conclusion for standards, listing of actionable implement plans.
* Rudy Besikof mentioned two items to address: to include and implement in future reports, 1) Program Reviews should also include data from Institutional Level Outcomes (ILOs), 2) Comparing data of services when offered in virtual environment versus in-person interactions; also stated quality focus on student necessity, quality of online & technical experience.
* ISER will go to May 6th meeting May College council for first read; committee will review feedback over summer; will resubmit to College Council in fall for any edits needed.
* Vicki Ferguson will follow up with Guided Pathways is it possible to work on SEM goals how they align with GP goals
 | * Rudy Besikof to send out a short list of cancelled late start classes (CTE) for Spring 2020 semester to committee.
* Will provide link to Clifton Coleman site (Meryl Siegal Question).
* Follow up with Eleni Gastis and Suzan Tiemroth- Zavala to provide/review Guided Pathway goals as they align with SEM goals.
* Vicki Ferguson to follow up with Rudy Besikof regarding resources and financial assistance CTE students may need to complete remote assignments.
* Vicki Ferguson requested Eleni Gastis and Suzan Tiemroth-Zavala to follow up on concerns relayed from tutors (where faculty haven't reached out to students or faculty speaking about making up for lost instruction time) and suggestions to next Faculty Senate meeting.
 |
| 1. **Enrollment Data & Student Survey Update**

**(10 Minutes)****🡪Clifton Coleman** | * Clifton Coleman has no updates for student survey. Spoke of the technology needs survey sent by the district, will be sending out the result of the survey once it is ready/available.
* Vicki Ferguson shared the district will begin distributing the Chromebooks the district received 9000 but only 1000 have been processed for distribution.
 |  |
| 1. **Remote Student Services and Instruction Report Out**

**(30 Minutes)****🡪 All** | * Guided Pathways Eleni Gastis and Suzan Tiemroth-Zavala shared their experience of training faculty and students on Zoom. Shared concerns of students receiving not refunds and due to COVID-19 closure.
* Raya Zion gave update of Employment Center hours and day-today operations. In addition to the continuum of the one-on-one meetings with job coaches and staff via Zoom or by phone. Will send committee information and details of events, company spotlights and upcoming Virtual Job Fair.
* Rupinder Bhatia shared IT updates, including preparing for Chromebook distribution (loaner laptop). The team is working on installing applications, and adding security features. The IT team supplied faculty with laptops, making lab computers accessible from home. Shared details about ALLY a program that assist students with accessibility and plans to integrate it into Canvas platform.
* Meryl Siegal spoke of concerns for vocational students and the struggles they may face due to extra incurred costs from having to purchase supplies to do remote assignments. Questioned if financial help is available for supplies for CTE students (ex. Culinary)? Another concern was the security and privacy of currently used online/remote technology.
* Terrance Greene provided counseling updates updated that counseling department is open and seeing students by appointment via Zoom and phone; shared concerns of students having issues with classes due to lack of resources (lack of computer, experience/knowledge of Zoom, etc.), especially with such short turnaround times. Mentions concerns for enrollment for upcoming Summer and Fall Semester.
* Janelle Tillotson added, Peak Improvement Team (PIT Crew) to meet and discuss possible formats for seeing students via drop-in, using our online resources; created fillable documents and memorialized new (but evolving) processes for remote counseling, posted in a college wide counselor SharePoint group; weekly meetings to discuss updates and cohesively share information to campus community.
* Beth Maher spoke about tutoring, and both the Writing Center and the Student Success Center are functioning. Student Success Center flow is heavy as students are calling with various questions if unable to answer students are directed to department/service based on the FAQ provided on the Laney website. Feedback from tutors with concerns from students; faculty haven't reached out to them and making up assignments, and making up for lost instruction time. In addition to student’s time not being the same as it was pre-pandemic.
* Larena Baldazo updated the committee with efforts to keep the Laney community informed via email blasts and text messages; updated website with information to sync Laney email with personal email. Due to students not receiving original closure emails.
* Informed the committee students are finding the information on the website helpful particularly the remote student services page due to the weekly email blasts; based of the computer clicks summer schedule viewing has increased as well; as students are relying on weekly email blasts. Please continue to forward updates in your areas, reminders and deadlines are sent to all social media platforms. Lastly, a Chromebook sub site for reservations is in process; Faculty and Staff email requests go out once a week.
* Gary Albury shared about Student Life’s Census Webinar and Virtual Town Hall and both are available on YouTube. Working on emergency grants, the team plans to purchase Target and Safeway e-gift cards. In beginning stages of creating forms for sign-up and distribution procedure.
* Derek Pinto stated purchasing deadline has been extended until Friday, April 17th. Due to campus closure unable to accept cash payments for registration; shared status update for the CARE Stimulus Act, Laney College will receive about $3.3 million from Pell & Non-Pell grants. Will provide committee with information as it becomes available.
* Rene Rivas-Admission & Records (A&R): Evaluators are working with 800 petitions for graduations (the most); A&R department launched department email: laneyadmissions@peralta.edu. all A & R staff will have access to retrieve emails and students can submit forms/paperwork to this email (ex. high school concurrent enrollment forms).
* Vicki Ferguson shared students are contacting the Office of Student Services office with miscellaneous questions and concerns; will forward to perspective Dean or Dept. Chair as needed; discussed next steps for Student Equity and Achievement(SEA) Emergency Grant. $2000 from each Peralta SEA monies distribution 20k from each college; separate funding from CARES ACT; team will meet next week to collaborate on application process, cognizant of AB540; DI population and undocumented students; team will work with Gary Albury and Larena Baldazo on disbursement notification to campus community.
 | * Eleni Gastis and Suzan Tiemroth-Zavala will follow up with Faculty Senate as it relates to Beth Maher’s feedback of concerns from students.
 |
| 1. **Review SEM Calendar**

**(10 Minutes)**🡪 **Chairs** |  | * Tabled May 6th (Item I.)
 |
| 1. **Review 2019-2020 Goals**

**(10 Minutes)**🡪**Chairs** |  | * Tabled May 6th (Item II.)
 |
| 1. **Other/Updates**

**(10 Minutes)** | * Chairs reminded committee of evaluation due April 30th
 |  |
| 1. **Adjournment**
 | * Derek Pinto motioned to adjourn; Janelle Tillotson 2nd.
 | * Meeting adjourned at 12:02 p.m.
 |

**NEXT SEM COMMITTEE MEETING–May 6, 2020 10:30 a.m.-12:00 p.m.**

**Via Zoom:** [**https://cccconfer.zoom.us/j/500441427**](https://cccconfer.zoom.us/j/500441427?_ga=2.231515994.478387542.1584932839-960834594.1584235130)