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| ***COMMITTEE:*** | **STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE** | | | |
| ***MEETING DATE:*** | **December 2, 2020** | | | |
| ***LOC./TIME:*** | **T-850/10:30 a.m.-12:00 p.m.** | | | |
| ***MEMBERS:***  ***ABSENT:*** | Vicki Ferguson, Mark Fields, Mildred Lewis, Gary Albury, Derek Pinto, Rupinder Bhatia, Larena Baldazo, Derek Lee, Clifton Coleman, Suzan Tiemroth-Zavala, Inger Stark, Janelle Tillotson, Terrance Greene, Laura Bollentino, Joseph Koroma, Iolani Sodhy-Gereben, Katrina Santos, Elizabeth Maher, Precious Gerardo, Chris Weidenbach, Gelser Zavala, Jessica Garcia (**Quorum: 11)**  Derek Lee, Chris Weidenbach | | | |
| ***NOTETAKER:*** | **Hope Lane** | | | |
| **AGENDA ITEM** | | | **GOAL/DISCUSSION** | **ACTION** |
| 1. **Review and Approve Agenda**   **(5 Minutes)** | | | * Mark Fields 1st, Precious Gerardo 2nd. | * Motion passes, agenda is approved. * To update agenda with [Guest Speaker President Rudy Besikof] as agenda item #3. |
| 1. **Review and Approve**   **Minutes**  **(5 Minutes)**  **November 18, 2020** | | | * Laura Bollentino 1st, Mark Fields 2nd. | * Motion passes, minutes are approved. |
| 1. **Updates**   **(10 Minutes)**  **🡪Rudy Besikof** | | | * Rudy Besikof stated his appreciation towards the work and efforts of the SEM committee. * Spoke of 2020 Equity Champion of Higher Education award Laney College received from the Campaign for College Opportunity. * Rudy Besikof directed a question to the committee concerning enrollment management. * Spoke of the issue of when courses are canceled due to low enrollment numbers or low interest. * How to combat these issues so Laney College doesn’t become a “school of disappointment” for students. * Would like suggestions and discussion on ideas and plans to prevent and lower the chances of canceling classes/courses. * Iolani Sodhy-Gereben added that Title 5 states that courses in programs which have not been offered in 2 years should be removed from programs. * Has mentioned this to management a few times before. |  |
| 1. **Enrollment Update**   **(10 Minutes)**  **🡪Mark Fields** | | | * Mark Fields provided updates on Spring 2021 enrollment numbers as of December 1, 2020. * Currently enrollment is 25% of target numbers. * Productivity numbers are at 4.11%. * Mark Fields spoke of issues with enrollment numbers and process. * Mentioned issue of having to change/edit class schedule up to the date of enrollment. * Spoke of current marketing efforts, plans to implement phone banking to contact student who haven’t enrollment yet. * Mentioned that Laney College is a little over its allocation. * Plans of cancelling classes, will discuss with Department Chairs and counselors. * Terrance Greene asked why were there changes to the class schedule at the last minute. * Mentioned how counselors look at the skeleton draft of the class schedule at least 2 weeks before enrollment period. * Mark Fields clarified of issues with the class schedule. * Errors in the class schedule due to scheduling/time conflicts of labs and courses. * Some classes had the wrong times listed. * Mentioned class cancelation deadline (1st week of January). * Won’t cancel class without considering students’ alternative class that students could be transferred to. * Terrance Green inquired if the issues could be fixed early, as errors in the class schedule is a reoccurring issue. * What could be improved/make smoother? * Mark Fields spoke of the Scheduling Taskforce and that a meeting occurred earlier today. * At the meeting taskforce discussed those issues and more. * Currently looking at the processes and systemic issues. Brainstorming and discussing ways of how to improve. * Vicki Ferguson spoke about the taskforce. * Members of the taskforce: Department Chairs, Deans, Constitutes. * Added suggestion to include representatives from Dean Mildred Lewis’s department such as counselors. * Spoke of wanting a master calendar for course scheduling process: 1st draft due date, draft review date, etc. * Mildred Lewis spoke about the evaluation sheet used in her department. * Evaluation sheet lists courses needed for degrees/transfers. * Spoke of updating sheet and offering it to other deans as a resource to know what classes/courses are needed/required. * Added about the importance of having comprehensive courses at the foremost, and then having more specific/specialized courses. * Derek Pinto raised the question of where is the class cancelation timeline located/posted. * Mark Fields responded he will check where the timeline is published. * Maybe on the Office of Instruction homepage. * Mark Fields posted in Zoom Chat of the Spring 2021 Cancelation timeline. * General timeline for reviewing enrollment for Spring 2021 offerings:  1. On or before January 4: Review and consider cancelling courses with 7 or fewer students. 2. On or before January 11: Review and consider cancelling courses with 10 or fewer students. 3. On or before January 18: Review and consider cancelling courses with 15 or fewer students. 4. On or before January 25 (First Day of class): Review and consider cancelling courses with fewer than 20 students for CTE courses and 25 students for other courses\* (PFT/PCCD CBU 18.D.1\*)  * Elizabeth Maher mentioned how the public and staff could view the class schedule when it was still in progress. * Mark Fields added that according from Chancellor Siri Brown the reason why the public is able to view the in-progress class schedule is for high schools so they can plan out their courses. * Spoke about wanting to change the schedule from being public until it is finalized. * Spoke of wanting to prevent class cancelations from occurring late and rather earlier so students have more time to adjust their schedule. * Rupinder Bhaita suggested having the timeline added onto Canvas. | * Mark Fields to check where the class cancelation timeline is published/posted and report back to committee. |
| 1. **Equity Report Presentation**   **(15 Minutes)**   * **Diane Chang** | | | * Diane Chang presented on Equity Report and about the SEA Funds/Metrics. * Equity Report is due January 1, 2021. * Spoke of the Equity Metrics:  1. Transfer to 4-year institution 2. Successful Enrollment 3. Retention Fall to Spring 4. Complete Transfer English & Math w/in 1 year 5. Vision Goal Completion: Degree and certificate (18 unit)  * Spoke of Laney Equity Groups:  1. African American 2. Asian/Filipino/Pacific American 3. with Disability 4. Economically Disadvantaged 5. Formerly Incarcerated 6. Latinx 7. LGBTQ 8. Undocumented (AB540) 9. Veteran  * Spoke about lacking collected/inputted data for some equity groups: * Formerly Incarcerated students (Only has data from those who are in ROC program) * Undocumented Students – AB540 (Only has data from AB540, not those who are DACA, or those who are not in either group) * Spoke of the report requires to speak about 5 equity groups and the activities/actions/plans that have been done to support DI students. * Required to speak about African American and Latinx. * Asked for suggestions for the other 3 Laney Equity Groups. * Asked for suggestions of information of the activities/actions/plans that have been done to support DI students * Inger Stark suggested including the Equity Training from the district where 15 Laney College instructors attended and how they are working to revise their courses as a result from the training. * Will be forwarding this information to Diane Chang. | * Inger Stark to forward Equity Training information, which 15 Laney instructors attended, to Diane Change for inclusion in the Equity Report Presentation. |
| 1. **Review DE Survey**   **(15 Minutes)**  **🡪Rupinder Bhatia** | | | * Gary Albury presented on behalf of the SEM sub-committee that has been attending the DE Committee Survey meetings. * Plans to distribute Student Survey in the coming week. * Presented the DE Committee Student Survey draft to committee for feedback and suggestions. * 15 questions total * Elizabeth Maher inquired about contacting students if they responded in the survey that they need assistance or are struggling. * Gary Albury stated how the survey was to be anonymous but is open to idea. * Rupinder Bhatia suggested having an option where students could type in their email address if they wanted to contacted/followed up. |  |
| 1. **Goals**   **(15 Minutes)**  **🡪Sub-Committee: Goal #4**  **Data Training** | | | * Rupinder Bhatia started the presentation of the different data tools and resources available. * Looked at the Peralta Website’s Data Resources: <https://web.peralta.edu/indev/reports/> * Spoke of research request when you can’t find the data you are looking for. * Use email [laneyresearch@peralta.edu](mailto:laneyresearch@peralta.edu) and include detailed description of the data you are searching for. * Use Peralta Helpdesk to fill out a help request [Research(Laney)]. * Clifton Coleman presented Excel Sheet of other databases to find data and use as a reference guide. * Exampled one of the dashboards from Excel Sheet and showed how to find disaggregated data. * Laura Bollentino mentioned database National Student Clearinghouse and how it has the best data on transfers. * Mentions that login is required to access the data. * Clifton Coleman added that the District has a finite amount of data, 5 log-in accounts, and that he has one account. * Laura Bollentino suggested including the CSU Chancellor’s Website to the Excel sheet. * Will be helpful and more accessible for students (Likely to have less lag). * Will send information to Clifton Coleman to include onto Excel Sheet. * Iolani Sodhy-Gereben spoke of the course and course outline schedules. * Mentioned that the website link may be broken. * Showed how there is an error to the database/website where it lists all the programs instead of focusing on the degrees/courses. | * Laura Bollentino to forward CSU Chancellor’s Website link and information to Clifton Coleman to include on the Excel sheet. |
| 1. **Development of Default Management Committee**   **(20 Minutes)**  🡪 **Discussion: Committee** | | | * Vicki Ferguson presented Development of Default Management Committee document. * Mentioned purpose of the committee is to address default management and financial literacy of students. * Mildred Lewis spoke about reducing the default rate. * Ideal number for the state is <20%. * Laney College to aim for an even lower rate/percentage than the state. * Mildred Lewis spoke about the Default Management Committee suggestions and updates. * Received feedback on the committee to include 1 or 2 student positions. * Mentioned that the Department of Education will provide default management and financial literacy training district wide. * Committee to work on find out what and where are the potential issues for students. * Vicki Ferguson initiated voting to decide approval of sub-committee. * Mildred Lewis 1st, Elizabeth Maher 2nd. * Majority passes, committee is approved. * To work on presenting Default Management Committee and its proposal to College Council. | * Mildred Lewis & Vicki Ferguson will present, Default Management Committee to College Council; will add to Dec. 18th Agenda for further discussion. |
| 1. **Updates** | | | * Rupinder Bhatia mentioned that the Laney Website’s Student Orientation Module is built on an old platform (Flash) and will not be supported at the end of the month. * Working on updating Laney College’s Student Orientation Module to new platform. * Terrance Greene asked if the orientation is a requirement. * Mildred Lewis responded that it is part of the iEnroll process. * Vicki Ferguson added that if a student doesn’t do the orientation it will not stop them from continuing to the nest steps but would still like students to do orientation. * Mark Fields mentioned the upcoming CTE event (December 4, 2020) and asked to help spread the word about the event. |  |
| 1. **Adjournment** | | | * Gary Albury 1st, Mark Fields 2nd. | * Meeting adjourned at 12:05 p.m. |

**NEXT SEM COMMITTEE MEETING – December 16th 10:30 a.m.-12:00 p.m.**