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| ***COMMITTEE:*** | **STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE** |
| ***MEETING DATE:*** | **November 4, 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)**Larena Baldazo, Derek Lee |
| ***NOTETAKER:*** | **Hope Lane** |
| **AGENDA ITEM** | **GOAL/DISCUSSION** | **ACTION** |
| 1. **Review and Approve Agenda**

**(5 Minutes)** | * Laura Bollentino 1st, Derek Pinto 2nd.
 | * Majority passes, agenda is approved.
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| 1. **Review and Approve**

**Minutes** **(5 Minutes)**🡪 **October 21, 2020** | * Chris Weidenbach 1st, Laura Bollentino 2nd.
 | * 1 abstention, majority passes, minutes are approved.
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| 1. **Enrollment Update**

**(10 Minutes)****🡪Mark Fields** | * Mark Fields spoke about enrollment updates.
* Late-start class enrollment recently finished.
* Enrollment numbers didn’t go up as much as expected from the late-start classes.
* Will be checking if there were errors in the counting/calculation of late-start class enrollment.
* Mark Fields updated that 1st draft of class schedule was sent out for review.
* Next semester will continue with limited labs (CTE Big 6, science, photography, etc.).
* Class schedule is to be ready by November 11 and live on website on November 16.
* Laura Bollentino asked how will the limited labs work.
* Mark Fields clarified that labs will have a scheduled time for the week and the instructor will notify the students which day they are assigned to come to campus for labs.
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| 1. **Membership Update**

**(5 Minutes)****🡪Vicki Ferguson** | * Vicki Ferguson introduced the student committee members.
* Gelser Zavala: Senator for ASLC
* Jessica Garcia: Senator for ASLC
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| 1. **DE Survey Update**

**(10 Minutes)**🡪 **DE Sub Group** | * Rupinder Bhatia gave DE Suvey updates.
* Faculty Survey is completed and will be sent out sometime next week.
* DE committee will be starting on the student survey.
* Focus of survey is to learn if students are aware of the online support services and know how to access it.
* Showed the draft of the Faculty survey.
* Gelser Zavala spoke about what he noticed learning in an online environment.
* Lack of or minimal student interaction in online classes. (Breakout activity where many students are quiet and Canvas discussion where students just do the only required post and response).
* Jessica Garcia added that it is also up to the student to put in the effort and make the most of their education.
* Terrance Greene asked in the Zoom Chat if it was possible to offer the surveys within individual classes?
* Inger Stark added that DE Committee could use the Canvas Banner feature to promote and send out the survey.
* Rupinder Bhatia said she will take the suggestions back to the DE Committee.
* Next week (Tuesday Nov.10) is DE Committee meeting and committee will be working on the survey for students.
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| 1. **Goals: Sub Committees**

**(30 Minutes)****🡪Report Out** | * Vicki Ferguson updating list of sub-committee members.
* Gelser Zavala to Goal 2.
* Jessica Garcia to Goal 3.
* Gary Albury presented for Goal 2 sub-committee.
* Group discussed of expanding business office hours for evening and working students.
* Implementing Zoom accounts for student ambassadors for drop-in and appointments for evening and working students.
* Possible schedule: Monday & Wednesday regular business hours, Tuesday & Thursday extended business hours.
* Mildred Lewis added to the report-back.
* Appointments would be 1 hour.
* Have language options for appointments with scheduled/set times of service.
* To promote the language option services.
* Launching Laney College promotional TikTok video next week.
* Having promotions on Instagram (Nia Ford’s Suggestion)
* Derek Pinto presented for Goal 1 sub-committee.
* Spoke of implementation matrix and backwards planning.
* Establishing deadlines leading up to College Council date.
* Vicki Ferguson mentioned the College Council date is in May 2021.
* Elizabeth Maher presented for Goal 3 sub-committee.
* Spoke about essential classes and to integrate workshops with counselors. (Open to other classes and departments)
* Janelle Tillotson mentioned the established workshops that counselors offer: Career development, study skills, pathways, etc.
* Vicki Ferguson spoke about the intersection of instruction and student services and mentioned about creating strategies for financial literacy of students.
* Joseph Koroma mentioned about default management, creating a committee for it, and notes that some departments have higher default rates than others.
* Mildred Lewis added that default is not really an issue with financial aid and brings up that defaulting could lie from other issues such as the level of updated material/instruction of the class.
* Inger Stark mentioned that student financial literacy should be brought up to faculty senate.
* Elizabeth Maher added it should be included in Areas of Interest (AOI) and catered to each Area of Interest.
* Mildred Lewis, Janelle Tillotson, and Inger Stark mentioned that IGrad is a great free source that Laney College has for financial literacy.
* Gelser Zavala asked about undocumented students and when they default/owing student tuition.
* Mildred Lewis responded that Undocumented students can access state funds (AB504).
* Gary Albury added that when undocumented students meet with Laney College’s legal assistance, they get a resource guide and have access to updated scholarship information.
* Chris Weidenbach added it should be brought up to the department chair meeting.
* Suggests creating a manual for instructors of how and what to include for student services in their class syllabus.
* Elizabeth Maher asks if it is possible to have links/information of Laney College specific resources embedded in the Canvas for Laney courses.
* Inger Stark elaborated that it is possible but how the Canvas pages works is that Canvas shells are developed by the district and when courses are open then instructors use those shells to fill-in and develop their course webpages. So would need approval from the district and development of a Laney Team to handle creation of the Laney Canvas shell.
* Inger Stark presented for Goal 5 sub-committee.
* Identify gaps in services to student needs.
* Improvements in online environments.
* Look at available data, research, and establish action items.
* Adjust Spring course offerings and schedule to accommodate student needs.
* Rupinder Bhatia presented for Goal 4 sub-committee.
* Discuss having training session with committee of different resources and tools for data/data collection that exist on the Peralta District and Laney College research websites.
* Demo training session (Planning for December 2020).
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| 1. **Updates**
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| 1. **Adjournment**
 | * Derek Pinto 1st, Janelle Tillotson 2nd.
 | * Majority passes, meeting adjourned at 12:05 p.m.
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**NEXT SEM COMMITTEE MEETING – November 18th ;10:30 a.m.-12:00 p.m.**