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| ***COMMITTEE:*** | **STRATEGIC ENROLLMENT MANAGEMENT COMMITTEE** |
| ***MEETING DATE:*** | **October 7, 2020** |
| ***LOC./TIME:*** | **Via Zoom/10:30 a.m.-12:00 p.m.** |
| ***PARTICIPANTS:******ABSENT:*** | Vicki Ferguson, Mark Fields, 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, Iolani Sodhy-Gereben, Karina Gonzalez, Elizabeth Maher, Precious Gerardo, Ronnie Lewis, Chris Weidenbach, Katrina SantosDerek Lee, Eleni Gastis, Inger Stark, Karina Gonzalez, Precious Gerardo, Ronnie Lewis, Chris Weidenbach,  |
| ***NOTETAKER:*** | **Hope Lane** |
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| ***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/9681567494 |
| **AGENDA ITEM** | **GOAL/DISCUSSION** | **ACTION** |
| 1. **Review and Approve Agenda**

**(5 Minutes)** | * Vicki Ferguson spoke of amending agenda to add Review and Approve Master Calendar as Agenda item #7.
* Laura Bollentino motioned, Derek Pinto 2nd.
 | * Motion passes, agenda is approved.
* Update agenda to include Review and Approve Master Calendar as Agenda item #7.
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| 1. **Review and Approve**

**Minutes** **(5 Minutes)**🡪 **September 16, 2020** | * Laura Bollentino motioned, Suzan Tiemroth-Zavala 2nd.
 | * Motion passes, minutes are approved.
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| 1. **Review Membership**

**(5 minutes)** 🡪 **Vicki Ferguson** | * Vicki Ferguson shared she and Mark Fields brought Committee Membership list to College Council.
* College Council approved Enrollment Services Dean Committee position.
 | * Vicki Ferguson to follow up with Eleni Gastis and Inger Stark of their membership status.
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| 1. **Enrollment Update**

**(10 Minutes)** **🡪Mark Fields** | * Vicki Ferguson shared that Vice Chancellor Brown gave thorough District enrollment update.
* Monday (October 5) District held a town hall and the VPs of the colleges reported updates through short presentations.
* Mark Fields spoke of enrollment updates.
* Laney College enrollment numbers are still down. (Currently 55-65%)
* Productivity numbers are lower compared to other campuses.
* Contributing to low numbers is likely due to Laney College’s CTE courses/labs reducing classroom sizes for social distancing (Had to half the size of labs).
* Mark Fields reported back on FCMAT.
* Mentioned about FCMAT speaking about updating all course outlines and records.
* Laney College updates course outlines and records every 4 years.
* CTE courses are updated every 2 years.
* Laney College has been doing well with updates.
* Mildred Lewis asked about data and concerns about late start courses.
* What is the feedback and enrollment loss due to late start courses?
* Mark Fields responded and provided detail on late-start courses’ impact.
* Most late start courses were already prelisted on class schedule.
* About 10 courses were added as late start courses later (Originally regular start courses but were cancelled then offered as late-start courses).
* Doesn’t think much impact on numbers as the 10 late-start classes are mostly asynchronous.
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| 1. **Goals Review and Update**

**(15 Minutes)****🡪 All** | * Vicki Ferguson went over the SEM goals.
* Vicki Ferguson spoke on goal #5 and mentioned the DE (Distance Education) Committee and their survey on online/remote learning experience.
* Rupinder Bhatia shared that the DE Committee is creating 2 surveys (1 for Faculty and 1 for students).
* Currently working on the Faculty survey and plan to have finalized draft next Tuesday. Will be 10 questions.
* Committee will work on student survey after Faculty survey.
* Rupinder Bhatia mentioned SEM Committee members visiting DE Committee and assisting with survey (Gary Albury, Larena Baldazo, Elizabeth Maher, Suzan Tiemroth-Zavala).
* Elizabeth Maher asked how would the results from the surveys be shared out.
* Rupinder Bhatia suggested that the results could be shared/report back at the SEM Committee and Faculty Senate.
* Vicki Ferguson assigned present committee members to goals for breakout room discussion/activity.
* Goal 1: Derek Pinto, Vicki Ferguson, Mark Fields
* Goal 2: Gary Albury, Katrina Santos, Terrance Greene, Mildred Lewis
* Goal 3: Laura Bollentino, Joseph Koroma, Suzan Tiemroth-Zavala, Janelle Tillotson, Larena Baldazo, Elizabeth Maher
* Goal 4: Clifton Coleman, Rupinder Bhatia, Iolani Sodhy-Gereben
* Goal 5: Unassigned at breakout activity; Vicki Ferguson, Mark Fields, Derek Lee
* Rupinder Bhatia reported back for Group Goal 4.
* To change competence to competency.
* Spoke of having her student worker assist with creating teaching materials.
* Vicki Ferguson reminded committee to contact committee chairs to have time allotted on agenda for when goal groups want to report back or present.
* Janelle Tillotson reported back for Group Goal 3.
* Broadening Pathway Maps for students and faculty.
* To target courses (such as English, Math), learning communities, and students for early intervention.
* Suggested workshops where instructors can request for any class to present on pathway/course.
* Elizabeth Maher spoke of improving web navigation to Laney College’ Support Services.
* Katrina Santos and Terrance Greene presented for Group Goal 2.
* To expand business hours and availability of student services for evening and working students who can’t make it to regular business hours.
* Create a summer bridge program for special student groups.
* 1st Generation Students
* International Students
* Consider having a Fall or Spring bridge program in addition to summer.
* Have courses (non-credit) on how to navigate classes.
* Crossover with Learning Communities and their programming.
* Derek Pinto presented for Group Goal 1.
* Spoke of reviewing and organizing current goals and data/information for the 2-year plan to present at College Council.
* Vicki Ferguson asked committee how would they like to work and report back on goal progress.
* Larena Baldazo supported suggestion of having action items and groups reporting back to committee for updates and suggestions.
* Committee agreed to action item format.
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| 1. **SEM Plan: Update Timeline**

**(10 Minutes)**🡪 **All** | * Vicki Ferguson spoke of fleshing out SEM Timeline.
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| 1. **Review and Approve Master Calendar**

 **(5 Minutes)** | * Vicki Ferguson mentioned that the calendar will be updated as needed.
* Mark Fields motioned, Derek Pinto 2nd.
 | * Motion passes, calendar is approved.
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| 1. **Other/Updates**

**(10 Minutes)** |  |  |
| 1. **Adjournment**
 | * Elizabeth Maher motioned, Rupinder Bhatia 2nd.
 | * Motion passes, meeting adjourned at 12:00 p.m.
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**NEXT SEM COMMITTEE MEETING–October 21st; 10:30 a.m.-12:00 p.m.**