|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***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 Santos  Derek Lee, Eleni Gastis, Inger Stark, Karina Gonzalez, Precious Gerardo, Ronnie Lewis, Chris Weidenbach, | | | |
| ***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/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. |
| 1. **Review and Approve**   **Minutes**  **(5 Minutes)**  🡪 **September 16, 2020** | | | * Laura Bollentino motioned, Suzan Tiemroth-Zavala 2nd. | * Motion passes, minutes are approved. |
| 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. |
| 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. |  |
| 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. |  |
| 1. **SEM Plan: Update Timeline**   **(10 Minutes)**  🡪 **All** | | | * Vicki Ferguson spoke of fleshing out SEM Timeline. |  |
| 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. |
| 1. **Other/Updates**   **(10 Minutes)** | | |  |  |
| 1. **Adjournment** | | | * Elizabeth Maher motioned, Rupinder Bhatia 2nd. | * Motion passes, meeting adjourned at 12:00 p.m. |

**NEXT SEM COMMITTEE MEETING–October 21st; 10:30 a.m.-12:00 p.m.**