

## Enrollment Management Committee

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*Charge:* Laney College’s Enrollment Management Committee will develop a three- to five-year enrollment management plan for Laney College covering a minimum of outreach, retention, and completion. The plan will include goals, measurable objectives, and activities complete with persons or positions responsible and dates to be completed; determine impact of activities and prioritize action items. Strategies and tactics will be informed by collection, analysis, and use of data to project successful outcomes. The 16-member committee will develop an enrollment management plan within the first semester of 2016-17 and meet as often as necessary to complete this task. After the plan is developed, the committee will meet twice a semester (spring and fall) to monitor the plan’s completion by dates established, evaluate the plan’s success, revise the plan as needed, and eventually develop a new plan when appropriate. Activities that produce measurable improvements will be continued while those activities that do not discontinued or restructured. The plan will be placed on the agenda for the College Council and after gaining approval will be recommended to the President for implementation. The committee will be placed in the decision-making documents as a “College Committee.”

*Meeting Times:* 2<sup>nd</sup> and 4<sup>th</sup> Wednesday, 3-5 p.m.

*Reports to:* College Council

	<b>Seat</b>	<b>Appointment</b>	<b>Term</b>
<i>Chair:</i>	VP of Student Services	—	—
<i>Members:</i>	College President	—	—
	Vice President of Instruction	—	—
	Dean (Instruction)	VP of Instruction	See below
	Dean (Student Services)	VP of Student Services	See below
	Director of Bus. & Admin. Services	—	—
	Public Information Officer	—	—
	2 faculty	Faculty Senate President	See below
	2 counselors	Faculty Senate President	See below
	2 classified	Classified Senate President	See below
2 students	ASLC President	See below	
Other college personnel will be asked to temporarily participate in the committee as needed based on their expertise or position at the college. Initial appointments in the two-year categories will be one two-year appointment and one three-year appointment; therefore, members of the committee will serve staggered 2- and 3-year terms so that new members and returning members continue to interact.			

## Strategic Enrollment Management Committee

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**Charge:** Laney College’s Enrollment Management Committee will develop a two-year enrollment management plan for Laney College covering a minimum of outreach, retention, and completion. The plan will include goals, measurable objectives, and activities complete with persons or positions responsible and dates to be completed; determine impact of activities and prioritize action items. Strategies and tactics will be informed by collection, analysis, and use of data to project successful outcomes. After the plan is developed, the committee will once a month to monitor the plan’s completion by dates established, evaluate the plan’s success, revise the plan as needed, and eventually develop a new plan when appropriate. The plan will be placed on the agenda for the College Council and after gaining approval will be recommended to the President for implementation. The committee will be placed in the decision-making documents as a “College Committee.”

**Meeting Times:** 1<sup>st</sup> and 3<sup>rd</sup> Wednesday, 10:30 a.m. – 12:00 p.m.

**Reports to:** College Council

	<b>Seat</b>	<b>Appointment</b>	<b>Term</b>
<b>Co-Chairs:</b>	VP of Student Services	—	—
	VP of Instruction	—	—
<b>Members:</b>	College President	—	—
	VP of Administrative Services	—	—
	Dean (Instruction)	VP of Instruction	1 year
	Director of IT	—	—
	Dean of Enrollment Services	—	—
	Public Information Officer	—	—
	Researcher	—	—
	4 faculty	Faculty Senate President	1 year
	2 counselors	Faculty Senate President	1 year
	2 classified	Classified Senate President	1 year
2 students	ASLC President	1 year	
Other college personnel will be asked to temporarily participate in the committee as needed based on their expertise or position at the college.			