



IEPI SEM Follow-up Meeting

July 26, 2018

1:00 pm – 2:00 pm

MINUTES

Admin Conference Room

MEMBERSHIP

Kelly Fowler
Doug Kain
Vince Piro
Toni Pirtle
Baba Adam
Lonita Cordova
Arlis Bortner
Julie Clark
Caroline Dawson
Lisa Diaz (not present – in class)

Vice President of Instruction
VPI-Cabinet – Dean
VPI-Cabinet – Dean
VPI-Cabinet – Dean
OEI – Dean
Student Equity and Success – Dean
ITS/CTO – Director
Academic Senate President / Math Faculty
Academic Senate President-Elect / Math Faculty
Curriculum Chair-Elect / Math Faculty

1. Welcome!
 2. Thoughts and Feedback about the Enrollment Management Academy
The EMA participants shared their thoughts about the Enrollment Management Academy. Baba, Toni, Doug.
 3. Next Steps
 - a. Goals from EMA
The goals developed at the EMA were read and discussed. The “10 + 1”
 - 1.) Develop a Strategic Enrollment Management Plan.
 - a. Utilize the Educational Master Plan goals
 - b. Include assessment, reflection, dialogue, and improvement
 - 2.) Update the Schedule Development timeline/calendar.
 - a. Be sure to include ample time for planning
 - 3.) Set FTES and efficiency/productivity goals for each area/dean.
 - 4.) Update the Course Cancellation Spreadsheet to develop the Course Planner Spreadsheet
 - 5.) Establish the Strategic Enrollment Management Committee.
 - 6.) Communication of enrollment management to college community.
 - a. EM Workshops – maybe EM 101 (?)
 - b. Share EM information at IMPC and IC
 - c. Utilizing the SEMC to also share EM information
 - 7.) Adjustments to the SP 19 schedule—be sure to align with updated scheduling block/grid
 - 8.) “Schedule-fest”
 - a. Starting in the fall semester
 - b. Perhaps include the faculty leads
 - c. Utilize the IC as part of this
 - 9.) Implement technology related to enrollment management
 - a. EMS
 - b. Navigate
 - 10.) Develop an FTES projection tool
 - a. Arlis’ team is working on this
- “The + 1”.... Add enrollment management to all IC Agendas and start to educate group regarding enrollment management.

- b. IEPI SEM Action Plan
 - 1. Committee Work – Schedule Fest Group
 - i. Where do we need to start
 - 2. Membership as Positions(38 - 43)
 - i. Instruction Deans (7)
 - ii. Faculty Leads or Designee (14 or 19 depending if you count each lead or just the cohort)
 - iii. Student Services Deans (2)
 - iv. Counseling Leads or Designee (2)
 - v. Director Financial Aid (1)
 - vi. Director of Admissions and Records (1)
 - vii. Director of ORS (1)
 - viii. Director of Guided Pathways and First Year Experience (1)
 - ix. VPI (1)
 - x. VPSS (1)
 - xi. OIE Dean (1)
 - xii. Curriculum Chair (1)
 - xiii. Director of Noncredit (1)
 - xiv. Instructional Technician (1)
 - xv. Director of LB Student Service (1)
 - xvi. Tech Support (1)
 - xvii. Director of Business or Fiscal Services (1)
 - 3. The IEPI SEM Team members should be the task force to act as planning group, i.e. agendas, locations.
 - i. There was suggestion to have the Schedule Fest at Asilomar Conference Center.
 - ii. Need to figure the cost
 - iii. Need to see if Dona Boatright is available to facilitate
 - iv. Projection tool – IT will work with Doug and Kelly as point persons
 - c. MC Enrollment Management Plan
 - d. Spring 2019
 - e. FTES Targets
 - f. Alignment of GP and EM
- 4. Other
 - 5. Next Meeting
Next meeting scheduled for August 21 from 1 to 2:30 pm.

Meeting was adjourned at 2:00 p.m.