



**NOTES – ENROLLMENT MANAGEMENT
JANUARY 11, 2018**

Present: M. Arthur, J. Baranski, B. Fahnestock, E. Geraghty, C. Jeffries, A. Leible,
R. Miyashiro, D. Mussaw, G. Perez, B. Prado, J. Shankweiler, J. Sims, J. Smotherman

I. INFORMATION

- A. Notes of 11/9/17: Approved as written.

II. DISCUSSION/ACTION

- A. Winter Enrollment: It was noted that there were 101 more sections offered for winter 2018 comparable to winter 2017. The fill rate is low but FTES is high. The current projected FTES is 1,097. The College is short approximately 300 FTES in summer and 100 FTES in fall. The goal is based on sections offered at 84% fill rate. Goal reflected is not based on prediction but what is currently scheduled.

There was an issue with adds because students who didn't complete a winter application had to submit one in order to get processed. The process time is two days which did not guarantee acceptance since the last day to add was 1/9/18. Art Leible and Ross Miyashiro will look at the process and review system. The goal is for students to complete process at one stop which would include applying, registering for classes, meet with counselor and construct an ed plan.

If a student misses a primary term, s/he needs to re-apply. K-12 students must apply every semester because they are considered special admits due to compliance with ed code.

- B. Spring Enrollment: The College is currently at the half way goal. The goal of 8,057 FTES is 1% above the year 2020 goal. Spring 2018 is 200 FTES higher than last year. If it can be maintained, the college will make up the deficit from where it was last year. In 2017, enrollment was even from 2016.
- C. Spring Waitlists: D. Mussaw provided a waitlist report. Most sections are waitlisted at 10. J. Shankweiler had a discussion with deans about increasing the number on the waitlist so it could be monitored more efficiently. There was concern that students would have the misconception if they are on a waitlist, they will get in the class. Some low enrolled classes are due to the fact that students do not wish to have a particular instructor.

For classes that have a long waitlist, instructors can be found to teach the course but the issue is finding classrooms to offer classes at prime time. In many instances, the classroom is not set up to teach a particular class. Computer and science labs would be difficult to schedule non-lab courses because of the room set up. Finding a single day that is open is possible but for a class that meet 2-3 times a week would be difficult. The policy in the past is if a division requests to use a room from another division, the deans of both divisions would work together on it. There is no prioritization for core class. In the

future, deans will need to ensure that when a class is cancelled, the room should become available to others to use. J. Shankweiler will send an email to the deans regarding this issue.

The wait list will be shared with deans, ranked by # of students on the wait list. Courses in demand are Math 150, History 101, English 1C, Biology 10, Anatomy 32, and Chemistry 4. Science classes need specific rooms. Are there ways to improve the list? What could be done in projecting the future one year in advance? Do an analysis and know extra rooms are needed for the following year. Lining up instructors is difficult. J. Shankweiler and D. Mussaw will work on searching for more classrooms. The College has also looked for other places off campus to hold classes but need to be in compliance with ed code.

- D. Student Enrollment & Registration Activities for Spring: Committee members were encouraged to look for ways to streamline the process and make it faster. Phone banking has been used to reach out to students. Faculty senate and counselors paired up to remind faculty to inform students that registration appointments are available. It was noted that students may not know when they can register because they are not notified or do not use their ECC email. Student ambassadors will make phone calls and remind students about registration appointments and assist with additional questions they may have. Lillian Justice and Ross Miyashiro worked with students that were dropped for non-payment.

The College is looking to purchase a lease with an outside messaging software that allows text and email features to be sent simultaneously. The messaging software would need to have an opt out messaging feature.

It was reported that some offices agreed to be open on Saturday for the first two weeks of the semester. Academic offices may also need to be opened if a student needs to complete repeat petitions and any other enrollment petitions. It would be ideal if all processes can be completed in A&R (one centralized location) as a one stop. This way, academic divisions would not need to open on Saturdays and would limit the number of places students need to go to process paperwork. Signage should be posted so students know where to get assistance. It was also suggested to have one café open until 7 or 8 pm for evening students.

- E. FTES Goals & Actuals: The 2016-17 enrollment was 17,928 FTES and the College went into stabilization. This year, the College is in restoration and will receive funds based on what is earned. It is important that enrollment is back to the 2015-16 actual of 19,486 FTES. The 320 report recalculation is presently in progress.

The College earned 300 less FTES in the summer and has a deficit it is trying to replace. Fall 2017, the goal was 8,654 FTES which was 150 FTES low. Winter was at 1,135 FTES at census. We are presently at 19,215 FTES which is 271 FTES below what is needed to be at 19,486. If we don't borrow, we lose \$1.4 million. Would we borrow for growth? By year 2020, the goal is to be at 20,000 FTES. The College will lose fund 15 but will receive allocated funds if 20,000 FTES is reached by year 2020.

III. OTHER

- A. Survey: J. Smotherman reported that Research is working on a withdraw form survey for Compton. When students go through the process, they will be asked why they withdrew from classes, along with an exit survey. It was agreed that a similar survey should also be done at ECC. The survey could be done either after completing a program to provide a student's overall experience or survey those students before they re-apply after a period of time. It would also be helpful for Starfish Early Alert. It would allow the College to be proactive in working with students while still enrolled instead of afterwards when they withdraw. The goal is to have the survey available after dropping a class. I&R will develop a general process.

- B. Enrollment Management Membership: Lillian Justice, Idania Reyes and Dipte Patel and/or Caesar Jimenez will be asked if they wish to serve on the committee.

IV. Next Meeting: 1/25/18; 1:00-2:00 p.m.; Lib 202.