



NOTES – ENROLLMENT MANAGEMENT
October 12, 2017

Present: J. Anaya, M. Arthur, M. Baig, J. Baranski, B. Fahnestock, C. Jeffries, A. Leible, R. Miyashiro, B. Mulrooney, D. Mussaw, G. Perez, J. Shankweiler, J. Smotherman

I. INFORMATION

The meeting opened with introduction of committee members.

A. Notes of 9/14/17: approved as written with the following revisions:

II. A. Enrollment Report: “For each FTES, the college receives **approximately** \$5,000.”

II. D. 3. ITS Report: “Deploy self-service **production including** Admissions this week...”

II. DISCUSSION/ACTION

A. November Reporting Revisions:

- 320 revision is due on 11/1/17. A handout was distributed which provided an estimation in FTES for the fiscal year.
- The CCFS-320 report was sent out in July 2017.
- D. Mussaw revised some calculations which resulted in an increase in FTES for 2016-17. It resulted in an increase because of positive attendance.
- Spring 2017 – positive attendance still pending.
- The college received funding for 19,486 FTES for 2016-17.
- Summer 2017 - projected 2,036 FTES. However, the College earned 1,693 FTES. Fill rates did not increase resulting in a shortage of 343 FTES.
- Fall 2017 – projected 8,654 FTES but earned 8,580. There was a shortage of 74 FTES.
- Positive attendance includes nursing and fire tech. Less than 5% of the classes are positive attendance. Does not include tutoring because a reliable tracking system is not available.

B. Winter/Spring Enrollment Projections:

- To make up for short falls, the projection for winter 2018 was 842 FTES (220 sections). However, 110 sections are being added for a total of 330 sections. There will be 66 sections for online classes.
- The goal for spring 2018 is to have a campus shell for all areas. Departments can build a shell (i.e. Counseling) or one shell for one area (i.e. VP-Student Services).
- Added sections for spring – most were 8-week modules. Small increase in FTES for spring when we added sections. There is some concern about spring because some classes are cancelled due to low enrollment. Although classes are added, there is not always a trade off with the number of cancelled and added classes. Need to compare

from last year how many sections were offered in each division, how much FTES was generated, online sections and what we can earn with added sections.

- An additional 59 FTES for positive attendance will give a total projection of 1,269 FTES for winter.
- Need to find a marketing tool to promote enrollment for students to fulfill IGETC requirements with general education classes.
- It is projected that ECC can meet its goal but not confident for growth in spring 2018.
- B. Mulroony reported there was a large no-show rate for second 8-weeks. Student ambassadors will contact students as a reminder.
- Registration appointments will run thru 11/30 for the winter 2018 session. Level 1 registration for spring semester begins on 12/4. Levels 1-5 registration will be completed before the winter break; January 2018 starts again with level 6-10. We should have a good indication for spring enrollment toward the end of December.
- J. Shankweiler will contact the Public Relations & Marketing office on when the schedule for winter and spring 2018 will be available to students, including the searchable schedule. The schedule is available online first and printed copies follow soon after.
- David Mussaw and Robert Butler reviewed those students that enrolled in two sections of the same course. Students will need to be informed that they will need to select one section or will be removed from one of the classes. Students are not allowed in the same course in two sections because the college will not be able to collect apportionment. J. Shankweiler provided a list to the deans to verify. The same may need to be done with students receiving financial aid. Students might owe money.
- Discussion was held on the waitlist procedure. Is there a benefit to increasing the number on the wait list? It may provide a better judgment of course demand if there is a waitlist. It provides the college with a better understanding that the class is popular. Are more parameters needed on the wait list if more students are added? If we change, what is the impact? Issues with A&R? Can we do auto-enrollment for waitlist? The waitlist is first come, first served. There cannot be a pre-criteria in selecting students on the waitlist. It was recommended to keep the waitlist at ten students.

III. **Next Meeting:** 10/26/17; 1:00-2:00 p.m.; COMM 109. (NOTE: Meeting was cancelled).