



**NOTES – ENROLLMENT MANAGEMENT  
November 9, 2017**

Present: M. Arthur, R. Dreizler, B. Fahnstock, T. Hazell, C. Jeffries, A. Leible, R. Miyashiro, D. Mussaw, S. Nilles, G. Perez, J. Shankweiler, J. Sims, J. Smotherman

Other Guests: D. Breckheimer, H. Parnock

**I. INFORMATION**

- A. Notes of 10/12/17: Approved as written.

**II. DISCUSSION/ACTION**

- A. Summer Allocations: Three summer sessions will be offered in 2018: Two six-week sessions with start dates of 6/18 and 7/2; one eight-week session with a start date of 6/18.

Goals and allocations were developed for summer 2018. Total section counts for summer session 2015 through 2018 were also included on the chart. In summer 2017, two consecutive six-week sessions were lost which impacted sections and FTES. For summer 2018, a second six-week session will be offered which explains the fluctuation in section count, FTES, and fill rate.

Most sections offered will be the second six-week session and online. Students that will enroll in the second six-week session will likely be high school students and athletes. Students at four year institutions will enroll in both sessions.

Other discussion points:

- Use fall wait list to determine what could be offered in the spring.
- Suggested class offerings for high school students are English 84, English A, Communication and Music.
- Offer Geometry at Torrance High for all of Torrance district. Advertise and provide Geometry workshops to have paperwork done in a timely manner. Outreach offered to assist if needed.
- Increase the wait list to find where demand is. Students can be on more than one waitlist. Instructors do not know if a student is on more than one section of a class. There is no report that will remove students on a waitlist.
- A list was provided and Counseling was able to contact some of the students. Should wait list be increased? It may build false expectations but is a way to build another class. It was suggested if there are enough students on a waitlist, another section can be added. However, the ability to find available classrooms are limited.
- Some students enroll in two sections of the same course which takes up a seat for another student. Some students do not know it is not permissible. It was noted

that it is a timely task to run a report to check if students are double booked in one course. Can information be retrieve other than through Colleague?

- Have counselors provide suggestions on classes students request when deans are building classes.
- The 1% increase was used as rational to meet the goal of 20,000 FTES by year 2020.

III. **Next Meeting:** 1/11/18; 1:00-2:00 p.m.; Lib 202 (new location).