



**NOTES – ENROLLMENT MANAGEMENT
JUNE 14, 2018**

Present: J. Aramburo, M. Arthur, J. Baranski, L. Clowers, R. Dreizler, L. Justice, A. Leible, R. Miyashiro, D. Mussaw, D. Patel, G. Perez, I. Reyes, J. Shankweiler, J. Sims

Other guests: J. Rosales

I. INFORMATION

A. Notes of 4/26 & 5/10: Approved as written.

II. DISCUSSION/ACTION

A. FTES Goals/Projections: Cabinet reviewed the projections for 2018-19 and 2019-20. Currently, the projection will be 0.63% growth for ECC. For the 2017-18 enrollment trends, 19,642 FTES was budgeted and no borrowing was used from 2016-17. Summer, fall and spring was lower than expected; winter went well. FTES will remain the same at 19,642 FTES for 2018-19 and 2019-20 so growth is not considered in the overall budget. In the separate terms within summer, fall, winter & spring, the growth rate of 0.63% was used to set FTES goals to reduce borrowing. The 2018-19 tentative budget will be on the July Board agenda and 19,642 will be the budgeted FTES.

B. Summer/Fall Enrollment Report:

Summer: ECC is 61 FTES above where it was from last year at census. Drop for non-payment will be on 6/15/18 to allow more time for telephone contacts. There were 100 students on the list to drop and an attempt will be made to give those students one last chance. There are 70 students that were duplicated that will be dropped. It is minimal compared to last year.

Fall: ECC is ahead of last year by 704 FTES. Registration is going well possibly due to South Bay Promise and early registration appointments. Increase of appointments in grid 2-3 cycles. It was 60 and now it is at 120 per period. President Maloney sent out letters welcoming new students that has not been done in over 18 years.

There has been issues with registration and prerequisite clearances. Prerequisites are not set correctly. ITS is working on clearing prerequisites for some of the classes. Classes with more than one prerequisite (i.e. English reading/writing) have stopped working. Students that registered before 5/29/18 were able to register without issues. A&R is able to override it manually. It was suggested that a pop up screen be added to inform student that are having difficulty registering to call or email. There is concern that some students may give up and not register. Another idea was to post on the MyECC login page for students to call if they are having difficulty registering for a class they qualify in. Dipte Patel and Lillian Justice will work on language and provide the information to A. Leible for posting.

Students are unable to find a consistent place to call for assistance. Need one contact number to track issues and register students right away so they do not give up. In past years, the helpline was staffed with access to Datatel. Outreach can filter some calls

although they are receiving more calls regarding concurrent issues than fall registration issues. There has been an increase in students submitting prerequisite forms. R. Dreizler noted that the registration help line will be better staffed with additional help. Get students enrolled and track issues through ITS.

If there are coding issues with prerequisites, ensure that Lavonne Plum is aware of it so it can be fixed. Coding for one class can be lengthy (4 pages). It was also recommended to review spreadsheets for non-payment and send them out to the divisions to review students that are in the designated programs. Divisions can contact or put an exemption so students are not dropped for non-payment. However, partial payments are not accepted. If students owe over the threshold, they will be dropped.

Three concerns regarding enrollment that need to be reviewed:

1. Prereq rules/tables need to be reviewed, discarded, and rebuilt (to be decided).
2. Timing of drops for non-payment. Are two drop dates for non-payment needed? How will it be communicated?
3. Communication for students on what they owe.
4. Duplicates.

For students that owe under \$1, a system is needed to get registration fees paid. If it happens previous semester, a student cannot register for the next semester .

- C. Registration Strategies & Updates: Julietta Aramburo will forward to committee members upcoming outreach strategies for registration.

III. OTHER

A. Work Teams: R. Miyashiro recommended that work teams be formed for Payments/Communication, Duplicates and Communication Drop Timeline and Prerequisites. The teams will be:

1. Payments/Communication – Robin Dreizler , Jeff Hinshaw, Linabel Sajo, and Valdimar Vasquez
2. Duplicates and communication drop timeline – Lilian Justice, Jackie Sims, and David Mussaw, Linabel Sajo
3. Prerequisites – Lillian Justice, Dipte Patel, Lavonne Plum, Linabel Sajo, and David Mussaw.

IV. Next Meeting: tentatively scheduled on 7/12/18; 1:00-2:00 p.m.; Lib 202.