



**NOTES – ENROLLMENT MANAGEMENT**  
**September 14, 2017**

Present: J. Anaya, J. Baranski, S. DiFiori, R. Dreizler, A. Garten, E. Geraghty, T. Hazell, C. Jeffries, A. Leible, D. Mussaw, S. Nilles, J. Shankweiler, J. Smotherman

Other guests: C. Gold

**I. INFORMATION**

- A. Notes of 5/25/17: approved as written.

**II. DISCUSSION/ACTION**

- A. Enrollment Report: The 5-year FTES projections was distributed. The goal for 2017-18 is 19,510 FTES. The goal is a 1% increase each year over five years. By year 2020, the goal is 20,000 FTES. The budget was recently approved for 19,612 FTES instead of 19,510 because there is a deficit factor which balances out. Summer enrollment was impacted because the offerings went from 3 summer sessions to 2 sessions. The fall enrollment goal is 8,654 FTES although we are 300 FTES low but will come out even. It is a plus because the college experienced a decline the last three years. For each FTES, the college receives \$5,000. 500 FTES will be added for winter if the college can reach that goal. Galleys will be pushed back to a later date so additional sections can be added in the schedule of classes. It was noted that students like online classes during the winter session.
- B. Teacher Load Summary: The teacher load summary from fall 2016 was compared to fall 2017. The latest fill rate is 92% which included non-resident students. Funds are received from non-resident students although the college does not receive FTES. 27 more sections were offered from last fall; enrollment headcount is up by 300 FTES; and fill rate has increased. WSCH/FTEF is different for each division depending on the number of students in the class (i.e. Nursing may only have 10 students in some clinical classes). It was noted that numbers have improved over last year.
- C. Second 8-week Classes: J. Shankweiler received a recommendation from Lori Suekawa to offer the following courses for the second 8-week sessions: English 1A, 1C, 84, and A. More online offerings would be ideal but more faculty need to be trained in teaching online courses. A message needs to reach adjunct faculty to get trained also. Most second 8-week classes are lumped in one general education area. More areas will need to be covered. Need to look at CSUGE and IGETC courses for the second 8 weeks. In planning ahead for next fall, plan for both sequential classes in same class. Finding rooms to hold additional sections is also an issue. Classes must be posted due to Title 5 regulations.

Need to find an easier way for students to search for second 8-week classes. S. DiFiori suggested an app that some colleges use to search offerings of other colleges. Some students prefer online/face to face. Offer more hybrid classes in the evening for working adults that may also have child care issues to consider. The searchable class schedule may need to be changed to make it more user friendly. Some online classes may be low enrolled because students cannot find it. Online and hybrid classes are identified in the 4000 series but students may not know what that is. Some colleges color code the different classes. Humanities Division contacts students on the waitlist or send emails. An automatic mechanism would help cut time in contacting students.

D. ITS Report: Updates from ITS:

1. Process improvement with Canvas.
2. Provide infrastructure to support classes.
3. Deploy self-service in Admissions this week (i.e. phone and address changes). Self-service can be done online or mobile. Changing a major cannot be done through self-service but may be available next year.
4. Self-service for Financial Aid has a start date of December 2017.
5. Canvas to Colleague integration in beta will be on 9/20 and will be ready for the winter session.
6. Registration – course shells are done manually by Gema Perez. Shells will be available for each section by winter 2018.
7. Beginning summer 2018, Canvas must be used. Need to encourage faculty to get training because Etudes will not be available after June 2018.
8. Grade and graduation petitions will be automatic. Hobson is early alert; degree planner does not do degree audit.
9. Some things in colleague are not used properly. A. Leible working on gap analysis to verify what in Colleague is done incorrectly.
10. Wi-Fi is 90% done. Every class on campus has it. Library is at 50% completion.
11. Working on grade input. Once put in canvas, it will be put in colleague automatically. Grades will only need to be input once, instead of twice.

E. Datatel/Admission: It was noted that some students enroll in two sections of the same class and decide later which class to drop. A. Leible noted that in colleague, it cannot be blocked because it creates other problems. Some students enroll in a prerequisite to get into a class and drop the prerequisite after the semester starts. Improved reporting is needed.

III. Next Meeting: 9/28/17; 1:00-2:00 p.m.; COMM 109.