



NOTES – ENROLLMENT MANAGEMENT
January 10, 2019

Present: J. Anaya, J. Aramburo, M. Arthur, J. Baranski, L. Clowers, R. Dreizler, C. Jeffries, C. Jimenez, L. Justice, S. Kushigemachi, A. Leible, R. Miyashiro, A. O'Brien, D. Patel, G. Perez, I. Reyes, J. Shankweiler, J. Sims

I. INFORMATION

- A. Notes of 12/13/18: Approved as written with the following correction:
II. A. Ellucian Task #2 – ~~RGMN~~ RGN student screen.

II. DISCUSSION/ACTION

- A. Past Completion Awards: Discussion was held regarding awarding degrees to students that are not currently enrolled at the college. It was suggested to run degree audits from previous years, review Associate Degree for Transfer (ADT) for verification (Counseling), determine what degree can be awarded (A&R evaluators), and confirm students are no longer enrolled. Students eligible for a degree will receive a congratulatory letter that will be awarded in June 2019. Students will have option to decline it. If they do not decline, it will be auto awarded.
- B. Recruitment for Low Enrolled Classes: Need to strategize how to assist deans and faculty to advertise for open classes during spring registration.
1. Use waitlist and phone banking for students that are not registered or below threshold number of units. Inform students of classes that are currently available. Update site daily.
 2. Provide a board in the A&R lobby where students can access the list of low enrolled classes that are open.
 3. Advertise on homepage (not only on schedule of classes page). Include information on which classes meet GE requirements.
 4. Run files of students who were full-time in fall but only enrolled in six units or less in the spring.
 5. Change the online schedule to show open classes and not closed classes.
- C. Data for Revised Plan: Will be discussed at a future meeting.
- D. Progress Updates: Dr. Maloney requested to revise the Enrollment Management Plan for next year. Data will need to be collected and action items updated from last year. Action items include strategies in outreach, access, and retention. J. Shankweiler will forward the three strategies to the committee to update. Committee members were asked to include comments. J. Shankweiler will compile into one form. If action items are no longer valid, do not delete. Include a notation, “no longer applicable.”

III. NEXT MEETING: 2/14/19; 1:00-2:00 pm; Lib 202.