



**NOTES – ENROLLMENT MANAGEMENT**  
**March 14, 2019**

Present: M. Arthur, J. Baranski, S. DFiori, R. Dreizler, T. Hazell, C. Jeffries, C. Jimenez, L. Justice, S. Kushigemachi, R. Miyashiro, D. Mussaw, A. O'Brien, G. Perez, J. Shankweiler, J. Sims, J. Smotherman

Other guests: J. Rosales

**I. INFORMATION**

- A. Notes of 2/14/19: Approved as written. R. Miyashiro will look into purchasing the book, "Redesigning American's Community College" for members who have not read it.

**II. DISCUSSION/ACTION**

- A. Withdraw Survey: An overview of a survey report was presented by J. Smotherman on students that withdrew from class(es) in fall 2018. 29% of students enrolled in classes withdrew from at least one class. 7,227 students had at least one withdraw. As the semester moved on, withdraws increased. Students responded with reasons for withdrawing: family, employment, understanding instructors, health, personal, fear of receiving a bad grade, not prepared, understanding the course material, and instructor organization. Discussion on starting points:
1. How to communicate opportunities that are available.
  2. Find a connection where student services can provide assistance.
  3. How many students went from full-time to part-time the following semester?
  4. Message students and encourage them to return.
  5. If a student was in a cohort, have someone in cohort contact the student.
  6. Encourage student to connect with faculty before withdrawing.
  7. Provide student options to transfer into another class at a different time if the reason is employment.
  8. Provide faculty with tools on how to handle a student request to withdraw. A possible topic for flex day.
  9. Provide students options/resources on what they can do.
- B. Data Review and Update: D. Mussaw presented on campus-wide online FTES and enrollment data; and campus-wide all FTES and enrollment data. J. Smotherman presented on student age enrollment data.

Reviewed data and suggested other data to include in the plan:

1. Research did a report on hybrid face-to-face a few years ago. Update the report and provide a condensed format.
2. Data will consist of five years for consistency, starting with the 2013-14 academic year.
3. Student age enrollment data – the success data measure would be course completion grades of A, B, C, credit and pass. Include online face-to-face hybrid success retention completion.

4. Dual enrollment table – add the success rate to table with A, B, C, and pass.
5. Include data for time of day – evening classes start at 4:30 p.m. (based on definition by Chancellor’s office). Scheduling group would like to set a realistic time other than 4:30 p.m. D. Mussaw will run the time of day data beginning with the 2013-14 academic year.
6. J. Rosales and J. Smotherman will provide information on student age data with success rates. Success rates for dual enrollment and online face-to-face hybrid.
7. 30+ year old students enrollment – is the entire pathway offered? What classes do they take in general? What is missing?

C. Future Goals/Objectives: Suggested goals/objectives to add to the Enrollment Management Plan:

- Online Associate Degree for Transfer (ADT)
- Scheduling for Success Workgroup review 3-5 unit courses, pull data from degrees, look at scheduling two years out.
- Adult re-entry – what courses are they enrolling in?
- Improvement on registration process.
- Faculty retention “Stay the Course” campaign

D. Meeting Dates: Additional meetings will be added to complete the Enrollment Management Plan. Proposed dates: April 4 and May 23. The plan will need to be completed by June 2019.

III. NEXT MEETING: 4/4/19; 1:00-2:00 pm.