



**NOTES – ENROLLMENT MANAGEMENT
OCTOBER 11, 2018**

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

I. INFORMATION

- A. Notes of 9/13/18: Approved as written.
Committee decided on one drop date per term. Winter registration begins 11/20/18; spring registration begins 12/4/18. Dates will be included in schedule.

II. DISCUSSION/ACTION

- A. Ellucian Training Action Items: J. Shankweiler provided an update of the Ellucian training. L. Clowers has auto recordings available of all the trainings for anyone that has questions. Action items were reviewed and people were assigned to various task force for follow up.

Scheduling Guidelines: Virginia Rapp and Chris Gold (dean reps), David Mussaw, and ITS rep.

Clearances/Waivers: Scott Kushigemachi, Marlow Lemons, counselor rep.

Drop for Unsuccessful Prereqs: Jackie Sims, Amy Grant, Marlow Lemons, Linabel Sajo.

Customize Forms vs Standard Use: David Mussaw, Beverly Knapp, HR rep, A&R rep.

Manual Overrides-Requisites: Lillian Justice, Robin Dreizler, Program Directors.

Waitlist Management –Robin Dreizler, Amy Grant, Vinh Nguyen, Sara DiFiori, student rep.

Course Equate: Linda Clowers, Lavonne Plum, Vladimir Vasquez, Hieu Hoang.

Action items are a priority and teams will be able to report back to the committee.

- B. Late Adds, Attendance Sheet & Rosters: L. Justice provided an update. Rosters are a list of the students that are enrolled in a class. It is used by some instructors for attendance which is not accurate. Faculty need to be proactive in checking classes online on a regular basis during the add period to ensure students are enrolled. If students are having difficulty, they can receive assistance through A&R. Using the tools that are available online will provide up to date information on students that are enrolled in classes. Attendance can be done through Canvas because rosters are updated on a daily basis. S. DiFiori will ask faculty for their opinion about using Canvas (i.e. getting grades/rosters completed). J. Shankweiler requested L. Justice attend a Senate meeting in the future to provide an update on changes.
- C. EM Plan Evaluation: The 2016-2019 Enrollment Plan is available on the VPAA webpage for review. Dr. Maloney requested that the committee evaluate the plan this semester. It was suggested to have teams review the different sections/objectives and provide an

update. It was noted that updates may have been done in the past. J. Shankweiler will verify if was done.

- D. Next Meeting: The town hall meeting will be held on 11/8/18. Therefore, Enrollment Management will be rescheduled to 11/1/18. Agenda items for the next meeting:
(1) Ellucian Task and (2) Enrollment Management Plan.

III. OTHER

- A. Mid-Semester Classes: C. Jeffries has noted that some students have expressed an interest in enrolling in online GE classes during the 2nd 8-week session. D. Mussaw will pull the list for the session and provide J. Shankweiler with enrollment information.