



**NOTES – ENROLLMENT MANAGEMENT  
December 13, 2018**

Present: J. Anaya, J. Aramburo, J. Baranski, S. DiFiori, R. Dreizler, C. Jimenez, L. Justice, S. Kushigemachi, R. Miyashiro, D. Mussaw, G. Perez, J. Shankweiler

**I. INFORMATION**

- A. Notes of 11/1/18: Approved as written.

**II. DISCUSSION/ACTION**

- A. Ellucian Task: The Ellucian tasks action items will be reviewed periodically to follow up on designated tasks.

Discussion points:

1. S. Kushigemachi provided an update on the clearance task force. The task force agreed that SRWS would have same issues as the current P-waiver process. The NONC form can be used for proper clearance/waiver. If it is determined NONC solves the problem, H. Patel or S. Kimball will set up level clearance.
  2. Who has override authority and access to REGM student screen? Will discuss at Council of Deans. A&R knows who has access but most people do not know they have authority. Need to have a firm process in place to ensure documentation is processed correctly.
  3. Start time options and class session lengths for scheduling –will be discussed at upcoming deans' retreat.
  4. What courses are available outside of regular sessions and what will be allowed (i.e. PTI Program)? Deans should consult with the VP first regarding online courses they wish to offer at non-traditional number of weeks.
  5. D. Mussaw is working on testing regarding moving prerequisites from master course files and deleting out of section files. This task will be added to the list.
- B. Unclaimed Degrees: The student funding formula counts degrees to UC and CSU for points and will partly determine how the district will receive funding. A plan will need to be set in place on how many unclaimed degrees there are (an unclaimed degree is any student that meets qualifications for a degree but has not applied). What will the potential of unclaimed degrees bring to us? Do we have students that could be earning degrees that the district can receive points? Is there a way to estimate number of degrees? It was noted that D. Patel has tracked this on ECC Connect during the fall and summer and will track for spring. Some of the current ways are: message students about enrolling during the winter session if they are close and doing a marketing campaign for students that enrolled in fall but did not attend.

Ideas in developing a plan: Measure how to contact students and estimate how many degrees. How many prior years will be tracked? Look at those students that are close to a degree but have not completed. Encourage students to apply who have already completed requirements for a degree. It was noted that students transfer and do not apply for an AA degree. One drawback noted was that once a student completes a degree or certificate, it

might affect their financial aid. A list of advantages and disadvantages of filing for a degree may provide a clearer picture.

Follow up:

1. C. Jimenez will provide a list of steps Counseling is currently doing.
2. Can the district auto award after a student transfers to a four-year college?
3. Contact D. Patel if there is a report that shows students that are close to receiving a degree.
4. Check if the National Clearing House includes information on students that have gone on to four-year colleges. J. Shankweiler will contact C. Pineda or J. Rosales in IR for additional information.

C. Revision of Enrollment Management Plan: It will be discussed at the next meeting. It was suggested to look at previous data and decide what other data would be collected by Institutional Research. Dr. Maloney wants the plan revised since the current one is for 2016-19.

D. Waitlist Update: R. Dreizler chaired a subcommittee on the waitlist. Some recommendations/comments evolved around inconsistency across campus between divisions and faculty on how the waitlist is used.

Message to students on waitlist needs to be uniform across campus. Have consistent message to students. The plan: (1) discuss with deans to standardize the maximum on the waitlist and how to use for registration; (2) message students if opening new sections; (3) develop talking points to distribute to faculty on how to use waitlist (can be done at an Academic Senate meeting); (4) a lottery system should not be used unless the waitlist has been exhausted; (5) require all instructors to make a decision right away when adding students. Some instructors distribute add slips on the last day to add which is an unfair practice; (6) messaging students when they have questions. (Lillian will provide J. Shankweiler with message used); and (7) student cannot be on waitlist unless they meet prerequisites.

III. NEXT MEETING: 1/10/19; 1:00-2:00 pm; Lib 202