



EL CAMINO COLLEGE
Vice President – Academic Affairs

ENROLLMENT MANAGEMENT

April 9, 2020

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

I. Information

A. Notes of 2/27/20: Approved with the following changes:

II.E. Enrollment Management and Enrollment Operations: Enrollment Operations would be a team that identifies specific issues relating to registration, application messaging, and marketing. **Enrollment Management would include** block scheduling, planning, and all components to enrollment. **Enrollment Management would meet quarterly. Enrollment Operations would meet on a more regular basis and representation will primarily be from Student Services.**

II. Discussion/Action

A. FTES and 320 Report

The goal for summer is 1,800 FTES but projected to be 1,753 FTES. We will likely meet the spring goal of 7,600 FTES. For the academic year, the goal is 19,000. There are some discrepancies that need to be fixed from other terms such as information for spring 2020 from ITS for cancelled courses, withdraws, and second 8-week sections that are face-to-face, adjustments for spring and positive attendance for fall. The due date for the 320 report was extended to 5/3/20.

As in the past, the goals from the prior year is used to start planning next year's goals. It was noted that enrollment could go up because people may be out of work; however, if re-vise lowers the budget down, not as many classes will be offered. Deans were informed to keep things that are scheduled face-to-face because students like to know days/times. The Chancellor's guidance indicated not to make changes and keep as is. All classes will be online in summer and if the term rules are lifted, we may change to face-to-face after that. Chancellor's office also requested to prepare to schedule classes remotely in the fall.

A. O'Brien requested to be kept updated so she can make any necessary changes in the FAQs on the ECC website.

If faculty are scheduled for a face-to-face class but done remotely, they will not be required to be Canvas certified because technically it is not an online course. This is the distinction between emergency remote instruction and online digital education. Faculty are certified either through waiver because they have a certification from somewhere else or because they

have been through ECC training. Many faculty are taking the alternate self-paced path to get certified.

Communication with students need to be as clear as possible. Things are always changing, sometimes on a daily basis. We are in constant contact with the Chancellor's office. We also need to ensure that communication with students is a priority. It was noted in the withdraw survey, transition is difficult for students and they prefer to come back when things are settled. Communication will help keep people engaged. Another concern is students who don't have technology and cannot access online classes.

If we are scheduling classes using dates/times which can solve the issues of faculty scheduling outside those times. Faculty will need to be encouraged to do synchronous during their designated time. Students will know they need to be at a computer at those times. Faculty can only do live lectures at designated time.

B. Enrollment Goals 2020-21

The committee will make a recommendation to PBC and Cabinet what the goals will be. There will be a lot of variables that will affect projections, such as downturn of economy and unemployment. It might be to offer more sections during that time. Recommendation is for a realistic goal overall which helps with budgeting and scheduling classes. We are waiting for the re-vise from the governor on the education budget. Would we feel confident to add more remote, online, hybrid course now? We have that ability at a time when we are able to grow.

There are 300 faculty in online certification training. As long as we have instructors to train, we have ability to have them teach. There may be more graduating seniors staying home vs. going away for college. Some District schools have provided their students with laptops so most students are prepared for online instruction. Since we will be able to identify those students, they can consider enrolling in the added online courses. Also, more students will attend summer school if they do not have travel plans.

We can accommodate faculty not certified. At first, it was only in spring. Now it is for summer and fall. It was noted that over 200 enrolled in the self-paced online Canvas knowledge course. Some have had training elsewhere. Some are enrolling to refresh their knowledge.

One way to increase capacity is if we have online instruction and offer large size lecture for those faculty willing to do it. We have options to increase our seats.

Summer FTES: Fewer sections in 2019 were offered as compared to 2018. For summer 2020, there are 530 sections scheduled. All classes for summer 2020 will be offered online and funded as if it was DE. Courses that are positive attendance and remote can be claimed as synchronous. We have not changed daily funding accounting methods as of yet.

There has been a lot more request to teach in the summer. It was noted the #1 request is Communication and Math classes to be 100% online. Many students would like to take math

in summer. Having tutors in the Math and English courses can be a benefit. It has been successful and the faculty need to make it available for their students via Canvas.

An update of science classes (i.e. Anatomy, Chemistry, Physiology, Microbiology) that Nursing students need to take: It is easier to offer Anatomy, Physiology, and Biology online because of available resources. Chemistry may be harder to teach online although Chemistry 4 and 20 could be offered in the summer. The only concern is the costs of lab kits that students would need to purchase. For Microbiology courses, 3 out of 4 sections were cancelled. Chem 1A and B will be offered in the fall but not in the summer. Anatomy and Physiology will be offered in the summer. It is unclear about Physics courses.

The recommendation to the President is a 2% modest increase of 19,360 FTES for 2020-21 and increase section offerings for summer session.

C. Enrollment Management Plan Appendix B, pg 36-37 (JMS)

<http://www.elcamino.edu/administration/vpaa/ECC%20EM%20Plan%202019-2022.pdf>

Will be discussed at a future meeting.