



EL CAMINO COLLEGE
Vice President – Academic Affairs

ENROLLMENT MANAGEMENT

April 23, 2020

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

I. Information

A. Notes of 4/9/20: Approved.

Communication: It was noted that Counseling needs additional information on Pass/No Pass (P/NP) for the allied health programs. It would be helpful in guiding students who apply to the programs.

Large lecture classes: Large lecture classes can be another area for FTES. Large lecture classes would not work in all areas such as English because of the high volume of reading and grading of papers. It would be for classes with high demand and if we are unable to add sections. This may be a way to serve more students.

The State pays the College more for face-to-face classes. The accounting method with face-to-face is weekly and daily census with online. It is called alternative attendance accounting and with strictly lecture only, the units and not contact hours are used. If it is a lecture and lab course, contact hours are used. The College is using units.

Students need to decide if they want Pass/No Pass or a letter grade. There is a PowerPoint video available to students or discuss with a counselor so they are aware of the pros and cons of P/NP. Information on this is posted on the COVID-19 homepage, ECC homepage, and actual form. Students submit a form to Admissions & Records. It is noted on the roster that a student requested a P/NP. A P is a grade of C or better; NP is for D/F. Approximately 25 requests have been received so far and students have until 5/15/20 to make a decision. It is irrevocable.

II. Discussion/Action

A. Enrollment Goals 2020-21: Enrollment goals were discussed at the last meeting. Cabinet recommended 18,800 FTES as the goal for 2020-21. The goal for 2019-20 was 19,000 FTES. Taken into consideration was students being out of work, recession, students not going away for college, and the governor's description that there will be workload budget meaning the College will not receive more funds than what was received for this year.

B. DE Addendums & Fall 2020: The Chancellor's Office suggest to plan online for the fall and prioritize classes that can transition mid-semester. Deans will schedule as many online classes with the assumption even if social distancing and shelter in place gets lifted during the semester, we can keep students off campus longer and let students that need to be on campus come earlier. Industry & Technology Division has many classes that need to be face-to-face. J. Shankweiler suggest those classes try to utilize the second 8-weeks term because of the lesser chance of classes cancelled. An example of this is Cosmetology by offering it hybrid and online first half of the semester and lab the second half. When students return to campus, half will attend Monday/Wednesday and the other half on Tuesday/Thursday for social distancing.

Some activity classes were able to make the transition to online and others were not. Football and basketball cannot be offered online. The County Department of Public Health reported football and high contact sports will be difficult to bring back in the fall because of social distancing. Some sports such as tennis and swimming could be done social distancing. There will not be spectator events in the fall. There will be major academic adjustments that students only need to be enrolled in 12 units to be eligible to play next spring and can participate in sports with 9 units to be eligible. This is based on waiting for the Health Department or Governor to state whether or not contact sports will be offered. It was suggested to schedule the classes as pending so it is in the schedule but not open until a decision is made. Registration starts 5/12/20 for the summer session.

Marketing will launch a summer/fall marketing campaign in May to inform students and the community the College is open and offering classes. It will be timed right before registration deadlines happen. The same was done for spring. The College used social media channel, digital, and follow age demographics. Marketing also works with various programs on campus to get the word out.

From the faculty and student perspective, scheduling classes in defined time slots would be helpful when and if classes are transitioned to hybrid or face-to-face. While the College is remote, it would be helpful to have the lesson/lecture recorded. If a student cannot attend at a designated time, they can listen to it at a later time. If faculty are not in their original timeslots, recording a lecture will provide other opportunities at more flexible times than originally scheduled. Many students are still struggling in navigating online classes.

It was noted that the PDF schedule is out-of-date by the time it is printed. We need to define options by putting messaging on the website for students before they get to the PDF schedule. A workgroup had its first meeting recently which included ITS. There was discussion on how information is found in schedule builder and the online schedule. Columns will be added for comments. Students should be encouraged to go to schedule builder since it has the most up to date information. Faculty will need to be provided with a response to share with students. There has been an increase of counseling questions directed to faculty.

Most students do not know what asynchronous vs. synchronous is. We are trying to define what it means so students understand. The other concern is faculty holding zoom meetings at

a time when a face-to-face class is happening. The message to faculty is critical to prevent confusion for students so they aren't in two places at one time. Part of the workgroup communication is to make sure faculty keep to their assigned teaching times.

Faculty focus on asynchronous because conventionally distance ed classes are offered to meet the needs of students who cannot necessarily show up for a specific time. If faculty teach synchronous, the class should be at a consistent time to meet the student's expectations.

There is no ACCJC requirement or state requirement that instructors teaching online must have Canvas certification or online certification. However, being certified shows the faculty member meets the requirements and provides the best instruction for their students. The expectation is for all courses to be certified by summer and fall. If the College is still shelter in place and cannot meet on campus but still offering instruction, guidelines must be met. Faculty are being encouraged to be certified.

M. Wolfenstein reported training is available through the summer for faculty that need it for the fall. Extra evaluators will be brought into place.

C. Enrollment Management Plan Appendix D:

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

Will be discussed at a future meeting.