EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

NOTES – ENROLLMENT MANAGEMENT
November 14, 2019

Present: J. Aramburo, R. Dreizler, C. Jeffries, S. Kushigemachi, R. Miyashiro, D. Mussaw, D. Patel, G. Perez, J. Shankweiler, J. Smotherman, M. Wolfenstein

I. INFORMATION
  A. Notes of 10/10/19: Approved as written.

    Update: The Enrollment Management Plan was Board approved on 10/21/19. The plan is available on the Enrollment Management webpage.

II. DISCUSSION/ACTION
  A. Enrollment Management Timeline: A timeline was established to review at the meetings through June 2020.
    November/December 2019
- Equity considerations
- Implementation of Goals 1-4

    January 2020
- Maximize use, areas missing
- STEM
- Student Services

    February 2020
- AB 705 Analysis. Board presentation update due in March.
- Evening/weekend programs. Report on progress and next steps.

    March 2020
- Efficiency Measures – fall enrollment.

    April/May/June 2020
- Update of Indicators on a regular basis.

  B. Implementation of Goals 1-4:
    Discussion on disaggregating data and equity considerations.
    What can we disaggregate and put in some equity considerations now and come back with that information at the December meeting?

    Access: Application, enrollment, marketing and outreach, meta majors milestones, outreach materials, and pathways to HS partners. How do we incorporate meta-majors, milestones and program maps into the application enrollment process? What data should be reviewed? Further discussion to follow at next meeting. It was suggested to ensure student majors are correct in Colleague as some students have multiple majors. D. Patel provided a list of counselors to Lillian Justice who will provide training and access to the counselors in November.

Group majors by meta-majors in CCC apply. Ways to improve application and registration process is to implement project glue.

Onboarding: Improve and evaluate the onboarding process including new students who enrolled in one course of transfer level Math & English within the first year. A committee is working on block scheduling and two-year calendar. Adult Ed Committee can also provide some information. Need to review percentage of evening students, evening FTES, and primarily evening student retention. J. Smotherman can provide additional information and bring it back to the committee. There was concern that Counseling and Warrior Welcome Center is not readily available for evening students. However, it was noted funds are not available to have a full staff in the evening. It was suggested to have a kiosk available near the Welcome Center for students to check in for Counseling appointments. Need to decide on next steps for the Warrior Welcome Center.

Retention: % of student whose comprehensive ed plans and degree planner has been input. Piece data together (ECC Connect and total number of ed plans in Colleague) and how to do more efficiently. Milestones need to be developed.   Do we mirror what Guided Pathways developed or is it separate? Some of the milestone are not only units completed, but % of requirements fulfilled.

Student Retention Program: Use ECC Connect to help faculty increase student retention. For early alert, need a baseline on semester basis (fall & spring). What is the goal for increasing?

Professional Development: Develop a way to queue the PD plans to determine a baseline that is needed on how many are offered and how many faculty are participating.

Completion: Begin to implement Program Review (PR) in Administrative Services. In order to align PR with budget and planning, changes will need to be made on outcomes. Administrative Services does not have a template but can build to mimic what is needed for annual planning and vision for success. It will incorporate strategic initiatives and the vision for success and equity metrics.

Online ADTs – J. Shankweiler will work with M. Wolfenstein and G. Perez. Research on this matter has started. When data is received, we will need to file substantive change with the Chancellor's office because ADTs online will be offered. There is an online community through OEI for Math, Science and Comm. Need to present to deans not only what is needed to fulfill but also what is used in hybrid offerings to supplement or bring degrees/certificates on to scope or method of instruction. Last summer, Real Estate organized offerings for students to enroll in two classes in a short term, one online, and one face-to-face to receive their certificate within 10 weeks.

Indicator: Student enrollment online completion time. % of students enrolling online that completed certificate or degree in completed estimated time.

Data key operators will be hired to get equivalency tables completed.

Task list for next meeting:

Robin Dreizler: Access: how to access application enrollment. Provide a list of manual processes that need to updated.

Jean Shankweiler: Engaged: Provide a list of strategies from Honors Transfer Program (HTP) that will implement for trying to more inclusive with equity. Jeremy Smotherman will provide some disaggregated information. Suggestions will be shared with the HTP Advisory Committee.

David Mussaw & Jeremy Smotherman: Warrior Welcome Center (Appendix D; B5) % of evening students and % of evening FTES segregated.

Jean Shankweiler: Ed Plans – Provide a list of milestones from Guided Pathways to do a comparison.

Dipte Patel: Student Retention in Ed Plan (ECC Connect) - Provide early alert baseline by semester milestone.

Lisa Mednick & Jean Shankweiler: Trainings.

Moses Wolfenstein: Tutoring & Online (Appendix D; C5): provide the number of faculty attending advanced training. Need information on faculty teaching online, training and advanced opportunities.   Moses will provide information with steps to do and a working list of training opportunities.

Gema Perez: Work done with ADTs.

Lillian Justice/Robin Dreizler: Equivalency Table update.

III. **NEXT MEETING**: The next meeting will be 12/12/19.