EL CAMINO COLLEGE
Vice President – Academic Affairs

ENROLLMENT MANAGEMENT
May 6, 2021

Attendees: J. Anaya, J. Aramburo, L. Audusseau, J. Baranski, R. Dreizler, A. Fernandez Cruz, L. Justice, S. Kushigemachi, A. O'Brien, D. Patel, G. Perez, I. Reyes, J. Shankweiler, M. Wolfenstein

Other guests: Grace Ou

I. **INFORMATION**
    A. Notes of 3/25/21: Approved as written.

II. **DISCUSSION**
    A. Enrollment Management Indicators: Grace Ou presented a follow up from the last meeting regarding a timeline.
    June – review what was presented last year and have proposed structure in mind for the Board of Trustees presentation.
    July – data analysis will be completed to provide sufficient time to prepare for the Board meeting.
    August – present to Board of Trustees
    October – Kickoff. The annual planning process needs to be completed by this time (measurements and assessments). It will provide time for the Enrollment Management plan and assessment to be completed and funded.

    G. Ou will have a collective meeting or meet with faculty individually about the data.

    B. FTES Goals to Actual: The FTES Goal and Actual 5-year plan was reviewed. The 320 report was completed in April and the projected enrollment is currently 15,096. The College is down 3,300 FTES which is an 18% decline from last year.

    The fall schedule was posted on May 5 and most classes are online. 20% of courses are on campus including Public Safety, Health Care, Nursing and affiliate, and Central Manufacturing. There are some classes that faculty are willing to come on campus with safeguards which include Biology, Anatomy, Physics, Chemistry, Computer Science, Math, and Cosmetology. As registration proceeds forward, if an online is cancelled, new classes added will likely be on campus. There are approximately 235 courses on campus.

    For on campus classes, the number of students in a classroom will be reduced because of social distancing. Additional classes in Math and Computer Science might be offered on

campus. Large classrooms will be used but only a few sections of high flex (onsite and online simultaneously).

It was suggested to post a list and inform students of the classes on campus. A landing page or class schedule page should be provided on the website to inform students of classes on campus. A listing should also be sent to Amy Hanoa and Ann O'Brien.

Students want to know prior to registering, if they need a camera, Wi-Fi, and software. It was suggested to include the information on the landing page. Add a link regarding access to Wi-Fi and laptops. Information should be included on Canvas and clearly stated on the faculty member's syllabus. A message should be noted that resources are available to students.

It would be helpful if faculty published information on Canvas early in the process so students can receive syllabus information.

It was suggested to have Luis Barrueta post the fall schedule earlier on the SI webpage. It should list the schedule and SI coaches. It is difficult to find Supplemental Instruction (SI) information for students that need the assistance. J. Shankweiler will follow up with L. Barrueta and M. Lemons.

It would be helpful to offer more opportunities to engage students when they register to assist them through the process so they enroll and complete the semester. J. Shankweiler will follow up: (1) send Ann O'Brien and Ann Hanoa a list of onsite classes. (2) Survey Math and Engineering faculty who require a monitor and post on schedule page. (3) Check with Math and SI if they can post a schedule before registration begins.

 For high flex classes, students have a choice to be on zoom or on campus. It was suggested to use the term "zoom rooms or high flex" and know what the section numbers are so students can be informed. If a student inquires, the same information can be provided. J. Shankweiler will discuss with M. Lemons.

C. **Announcements**
Assisting Students: R. Dreizler reported students have expressed concern that they are calling into campus and offices are not answering phones or emails. J. Shankweiler will inform the academic division that the main office line should be checked daily for messages.

J. Aramburo will check if her area knows which areas are not answering phones. It was noted in some areas, voicemail is not working. Phones should be tested if calls are going through. L. Audusseau reported that voicemail should automatically convert to email. Offices can contact ITS if it does not work.