**CONTRA COSTA COLLEGE**

**ENROLLMENT MANAGEMENT**

**WEDNESDAY, February 25, 2015**

**AA-216**

**Minutes**

**Committee Members: Tammeil Gilkerson, Vicki Ferguson, Michele Jackson, Wayne Organ, Ken Reynolds, Intisar Shareef, Rick Ramos, ASU student representative**

**Present**

Tammeil Gilkerson (chair), Michele Jackson, Ken Reynolds, Vicki Ferguson, Rick Ramos, Wayne Organ

**Excused**: Intisar Shareef

1. The meeting was called to order at 2:03 p.m.
2. **Approve Agenda**

Michele motioned to approve the agenda, Ken seconded.

1. **Approval of November 26, 2014 Minutes**

Ken motioned to approve November 26, 2014 minutes with revisions. Rick seconded.

1. **Action Items**

**Committee charge**

The committee voted on amendments to the committee charge. Approved changes are as follows:

* Two members of each constituency groups will be voting members
* Dean of Enrollment Services will be an ex officio
* Ex officios count for quorum and voting

Wayne motioned to approve/accept amendments, Ken seconded.

1. **Information/Discussion Items**
2. **Distance Education**

Rick inquired about where the college is with getting faculty to commit to developing new courses. Per Tammeil, eleven stipends have been awarded to faculty to develop courses to be ready by fall semester. Per Rick, the Chief of Police and City of San Pablo are interested in developing a partnership to provide better training and professional development opportunities for city employees. This idea is to develop “cohorted” programs.

The decision was made for this item to come back to a future meeting. Judy Flum has agreed to attend one of the upcoming meetings to provide an update.

1. **Early Alert**

Tammeil shared promotional materials from Starfish Retention Solutions. She solicited feedback from the committee on how this could benefit the college and help to resolve retention issues. The committee watched video demonstrations for some of the program’s features. Some of the benefits to implementing this program are:

* Integrates with D2L
* Faculty can run progress reports with personalized comments
* “Looped” messages to ensure that all involved can track progress/status
* Faculty can work with students in groups
* Faculty can record attendance
* Faculty can hold office hours online and schedule appointments

Tammeil reiterated that an Early Alert system is only as good as the people who are committed to it and the connections that are made to it. There was a consensus that campus tutoring should be involved. Per Tammeil, the college is able to fund follow-up people with SSSP funds, if Starfish is implemented. Division secretaries will also be included in the training process.

Michele suggested taking a poll of how many faculty would be open to using Starfish, if the college acquires it. There is some concern with faculty who are not technologically inclined, but feedback from the committee was positive. Tammeil suggested “staging out” the program, using it for certain groups first; service areas, athletics, and international students.

Starfish can generate data that could potentially be used to drive planning. Old systems can eventually be phased out. Tammeil will touch base with District I.T. to determine if the system will integrate with the District’s system and provide an update in the next meeting, scheduled for March 25th.

Wayne motioned to adjourn. Rick seconded.