

**CONTRA COSTA COLLEGE  
ENROLLMENT MANAGEMENT  
Wednesday, January 27, 2015  
AA-216**

**Minutes**

**Committee Members:** Tammeil Gilkerson (Chair), Vicki Ferguson (Ex-Officio), Catherine Frost, Beth Goehring, Kenneth Reynolds, Najia Azizi and Ashley Patterson, Dennis Franco and Alfonso Ramos (student)

**Present:** Tammeil Gilkerson Catherine Frost, Beth Goehring, Najia Azizi, Vicki Ferguson, Ashley Patterson, and Dennis Franco

**Absent:** Kenneth Reynolds,

**Guest:** Charles Ramirez, Christian Urrutia, Mojdeh Mehdizadeh, Brandy Gibson, Mayra Padilla and Monica Rodriguez

**I. Approval of Current Agenda**

Meeting was called to order at 2:00pm

Dennis moved to approve amended agenda to include discussion items: D. Starfish Implementation Update and E. Update on Current Enrollment Numbers. Beth seconded the motion. CF, NA and AP voted yay. None voted nay.

**II. Approval of November 25, 2015 Minutes**

Beth moved to approve November 25, 2015 minutes. Ashley seconded the motion. DF, CF and NA voted yay. None voted nay

**III. Action Items**

No action items.

**IV. Information/Discussion Items**

**A. Concurrent/Dual Enrollment Task Force Update (Dennis Franco)**

- The task force is comprised of Kelly Schelin, Donna DeRusso, Carla Matute, Dennis Franco, Najia Azizi, Evan Decker and Catherine Frost.
- Program has been vetted to the West Contra Costa Unified School District (WCCUSD) leadership.

- The section number has been removed from the registration form to give students flexibility when enrolling.
- There will be a website for dual/concurrent enrollment students.
- High school concurrent enrollment e-mail for students to submit their applications will be created.
- Deadlines/due dates to turn in forms have been established.
- Establish a strong web presence by creating two concurrent/dual enrollment web pages. A web page for the students that explains the procedure of enrolling and the other for high school professionals/counselors.
- Mayra Padilla will help with the Spanish translation of documents and applications

Next Steps:

- Talking to Gateway and Middle College.
- Obtain specific feedback from WCCUSD regarding the form(s) and instructions.
- Getting close to finishing the draft.
- Future discussion item: Assessment of program via conducting surveys.

**B. Basic Skills Math and English Pathways Update (Mayra Padilla)**

Equity money is being used to create Math and English pathways. By looking at local degrees that most students obtain, the team is mapping the options for students. When it comes to creating the pathways, Ghada, Jason, Brandy and Mayra are exploring college data, basic skills, transfer, mapping and identifying interventions.

Conversations are happening about acceleration, scaling, and multiple measures methods. The next step is to engage department chairs to help develop mapping/pathways. The availability to obtaining data from the enrollment management tools (SQL and Starfish/Hobsons) will help make better decisions on how to offer accelerated courses. As more work is done the information will be disseminated to Counseling, A&R, Financial Aid via mini summits.

**C. Website and Survey Review Update (Tammeil Gilkerson and Mojdeh Mehdizadeh)**

The Noel Levitz report included recommendations to make modifications to the college website. A web designer/consultant has been hired to work along a small group of people to redesign the website. Part of the timeline to complete the website, is to conduct a survey of the existing website. The Enrollment Management committee has been asked to help develop the survey to help gather general information.

Mojdeh presented a draft of the web survey that will be sent out to all Contra Costa College employees and students. The committee helped rephrase sentences and clarified questions to make the survey more effective. Mojdeh will take the committees recommendations and update the survey accordingly.

**D. Starfish Implementation Update (Vicki Ferguson)**

The implementation team meets weekly on Wednesdays at DVC. The first part of the meeting is focused on the degree planner, the second part is the Starfish tool. All the information has been loaded on to Starfish.

Currently, LMC has started the testing phase. We (CCC) are establishing the roles and permissions and/or levels of access of each group, e.g. counselors and the screens that they can view; the access will be different depending on your role. The level of access faculty have is limited. Faculty can only see the students enrolled in their courses, but they cannot view the students' full schedule. However, faculty can raise a flag if they are concerned about their student(s).

The Enrollment Management committee requested a Starfish demonstration as well as a visual implementation timeline. This will be added as a discussion item on the next agenda.

**E. Update on Current enrollment Numbers (Monica Rodriguez/Tammeil Gilkerson)**

As of today the projected FTES count is 2,220.28. The numbers show that CCC highest head count growth at 6,315 (3.5%). However, most of the students are part-time and are not taking enough credits to count towards FTES. The retention rate is low and must be improved. The committee members explored barriers to retention. Some barriers could be ineffective communication to students, course scheduling, course availability, title of courses, students not updating intent.

**F. Other/Future Agenda Items**

None.

**V. Adjournment**

Beth moved to adjourn the meeting. Dennis seconded the motion. CF, AP, AR, and NA voted yay. None voted nay. Meeting adjourned at 3:33pm