

**CONTRA COSTA COLLEGE
ENROLLMENT MANAGEMENT COMMITTEE
WEDNESDAY, AUGUST 28, 2013 – 2:00 P.M.
ROOM #AA-135**

MINUTES

Present:

Faculty: Wayne Organ, Dionne Perez, Intisar Shareef

Classified:

Management: Tammeil Gilkerson (Chair), Terence Elliott, Vicki Ferguson, Catherine Fites, Donna Floyd

Students:

Absent: Michele Jackson

I. Approve Agenda

There was not a quorum, so the Agenda was conditionally approved.

II. Approve Minutes

This was tabled for the September 2013 meeting because there was not a quorum.

III. Action Items

There were no action items at this meeting.

IV. Information

A. Review Committee Charge

Everyone reviewed the charge of the Enrollment Management Committee as it appears in the College Procedures Handbook. Wayne displayed the committee structure that is now on the college website and can be viewed by the public.

The Associated Student Union (ASU) has been asked for a student representative to serve on the Enrollment Management Committee. A classified representative is needed because Michele Jackson serves as the Marketing and Communications Coordinator. Tammeil will ask the Classified Senate President for a classified representative. It was felt that clarification of the composition is needed, and some corrections need to be made. There is no longer a Senior Dean of Student Services, and Donna questioned if the Senior Dean of Instruction should be on the committee.

B. Overview – College FTES Goal and Progress

The District is on stability funding. The college was 180 short of its FTES goal for summer 2013. Fall enrollment is now at 2903.9 FTES. Tammeil asked that faculty be reminded they need to check their rosters and give add codes to any students that aren't on their rosters. Tammeil briefly explained positive attendance hours. Issues around repeatability have come up.

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Tammeil recommended the Enrollment Management Committee determine a list of issues to work on, then take one item at a time to review and offer recommendations to College Council. The Committee started a discussion on some of the issues. Donna mentioned that students enrolled in community education classes are accustomed to having their applications batch-enrolled and batch enrollment is being eliminated. This has become an issue. Students applied online but were unable to register for classes. There were students who hadn't applied. A discussion ensued about the high school students enrolled in a credit class at El Cerrito H.S. but there were no concurrent enrollment forms. There is a need for clear instructions for enrolling high school students in college classes. Offering credit classes at our feeder high schools is an issue that the Enrollment Management Committee can address.

Dionne said another issue is an outreach person is badly needed. The lack of an outreach person is greatly affecting enrollment. The Enrollment Management Committee could recommend that an outreach position be created.

It was asked if the college is trying to sustain its enrollment or grow. Tammeil said ultimately we want to grow, but it must be mapped out so everyone will know where we are. At this point we're trying to maintain where we were last year, and everyone was reminded that enrollment at all three colleges impacts the District overall. Intisar felt the enrollment goal should be made clear at the Traveling Road Shows.

Vicki would like the Enrollment Management Committee to discuss student success. Many students enroll late. This sets them up for failure.

Tammeil asked everyone to bring the barriers to enrollment to the next meeting and for the Committee to review information the college already has on feedback from students. Wayne will bring the results of the CSSE Survey for review at the next meeting.

The meeting adjourned at 3:05 p.m.

Minutes Recorded by Mary Healy