

**CONTRA COSTA COLLEGE**  
**ENROLLMENT MANAGEMENT COMMITTEE**  
**Thursday, November 30, 2017**  
**1:30-3:30 p.m., Room SAB-211**

**Minutes**

**Committee Members:** Ken Sherwood (Chair), Dennis Franco, Catherine Frost, Beth Goehring, Najia Azizi, Vicki Ferguson (Ex-Officio), Tish Young, Ashley Carter, Jenna Hornbuckle and Joseph (Randy) Carver

**Present:** Dennis Franco, Ashley Carter, Catherine Frost, Brandy Howard, Tish Young, Lorena Cortez (taking notes), Beth Goehring

**Guest:** Maryam Attai, Monica Rodriguez and Miguel Alvarez

Meeting called to order at 1:40 p.m.

**I. Approval of Current Agenda**

Quorum was not established, the agenda was not approved.

**II. Approval of September 27, 2017 Minutes**

Quorum was not established. The Minutes will be approved at the next meeting on Wednesday, January 24, 2018.

**III. Action Items**

No action Items

**IV. Information/Discussion Items**

**A. Promise Innovation Grant Update**

The Promise team shared their most recent visit to conference and a conference and Skyline College to learn about the Promise models. Brandy Howard and Miguel Alvarez attended the Promise Net Conference in November. The content of the conference was built around networking. They learned there is no one way to run the program; there are no absolutes, making it adaptable to each diverse community. Brandy Howard continues to work with them Promise team to simplify messaging to explain to students how to engage at each level of the Promise Program.

The visit to Skyline College consisted of Vicki Ferguson, Ken Sherwood, Dennis Franco and Ashley Carter. The team learned about Skyline's implementation model and how they incorporated guided pathway along with the meta major pieces. Skyline took a few years to develop they had 10 forums and built working groups that met on Fridays, as well as having two managers lead the work. The college used the ASAP (Accelerated Study in Associate Programs) model and received a grant for the pathways work. For the Promise work they developed the Promise Scholars Program.

The Promise Scholars Program has 150 students to 1 counselor ration. The program places students in different levels, from low to high risk. High risk student must have 6 touches (interventions), which can be a combination of counseling, peer to peer, spark point and other. Skyline has funding which has enabled them to have 5 faculty on 60% release time, as well as a full-time director for the Promise Scholars Program.

Miguel Alvarez and Vicki Ferguson are working on hiring an hourly to help track the CCC's Promise work and outcomes. They will also continue to use the partnership with 10,000 Degrees as a resource for the promise program.

#### B. Starfish Demonstration and Update

Ashley Carter provided a report detailing the project overview and survey summary statistics of the progress from fall 2016 to Fall 2017. The statistics included the increase of faculty and sections with Starfish participation, student pre-and post-survey responses, as well as the progress survey. She focused on the progress survey tool. Faculty use the progress survey to inform on the students' academic progress and identify if any interventions need to be made. While there has been an increase of course sections piloting Starfish, the completion rate of the progress survey has decreased since the pilot began in fall 2016. In fall 2017 there were 163 course section surveys sent, 39 surveys were viewed and 31 were completed. The committee discussed ideas on how to improve the survey progress completion rate. Some of the recommendations included:

- Provide suggested language or pre-formatted comments/messages for faculty to use. Consult with Counseling Department about language, perhaps have a link on website to copy and past messages
- Promote Starfish at spring 2018 All College Day. Brandy Howard will discuss this idea at President's Cabinet
- Build a community of practice by highlight best practices used by departments
- Identify faculty member to become part of the Starfish Committee
- Ask Academic Senate to collaborate with Starfish team to hold Starfish workshop on Fridays to assist with progress survey and provide food
- Present Starfish statistics at Academic Senate Meetings
- Highlight the program by sending a celebration email to college community as positive motivation (focused on student positive feedback)

#### C. Outreach Overview for Fall

Maryam Attai provided an overview of the fall outreach activities CCC participated. Some of the activities included, ten college prep workshops at ten local high schools, hands on experience participating at sixteen resource fairs and Athletics and ASU (Associated Student Union) increased their outreach participation. The events are available on the campus wide outreach calendar. The Enrollment Management committee will forward Maryam Attai recommendations of faculty who may be able to collaborate with the outreach department. Dennis Franco asked for outreach report to be incorporated at future Enrollment Management Meetings.

#### D. Other/Future Agenda Items

New Insite Portal Webpage – Dennis Franco gave a preview of the work done of the new insite portal, the new portal will be phased in during spring 2018. A key feature will be the addition of the waitlist class tile, which will display the classes a student has enrolled as “waitlisted. Students will have the capability to rearrange the tiles according to their own preference, on both desktop and mobile devices. Also, messaging can be focused through the portal based on student population, like cohort groups.

District IT will continue to work on the new Insite Portal webpage. Maryam Attai made a recommendation for District IT to meet with the Welcome Center Staff to obtain information on a list of top questions asked by students. Dennis Franco will forward the recommendation to Satish Warriar, Director of Information Technology.

#### V. **Adjournment**

The meeting was adjourned at 3:30pm.