MINUTES
SSB 414
December 12, 2013


1. **Approve Minutes & Agenda** – Motion by Goltermann to approve minutes and to move agenda item 6 to item 2, seconded by Hunter.

2. **Enrollment Report** (Tillberg) – Handouts reviewed reflecting the apportionment classes and non-apportionment classes. Apportionment efficiency is fine for Winter, most classes are full, no waiting list, if a student drops the next person can enroll. Faculty hasn’t been notified by VP or Deans to encourage adding more students, maybe a link or teaser can be housed on the faculty staff page. During summer we can report in the preceding census, we have the choice of reporting the preceding or following semester. Is there a cap in the contract for English, Michaels understanding that the faculty can add students up to the class cap? The handout for spring appears to show inconsistencies with the enrollment numbers but the section count numbers are accurate; which is consistent with the district count of 6%. A comparison of 2012 to 2013 Spring indicates that we are on track with enrollment. Under SB1456 we can count activity on our college success plan and the counseling department is interested in capturing that population.

3. **Follow up on EMC Self-Evaluation and Charge** – currently working with the consultant to obtain a consensus on the implications, data, and timing the linkage of the Educational Master Plan to the facilities master plan and others.

4. **Link of Enrollment Management Plan to the Educational Master Plan** - the college consultant, Matthew Lee and Rebecca, concur that we need to link how planning works with EMC, Ed Master Plan, Facilities Master Plan, etc., over the next six years. An Enrollment Management Plan consisting of pathways, transfer degrees, and
high school outreach is a strategic plan to achieve the objectives in the Educational Master Plan. The current Ed Master Plan expires 2014; does the role of the EMC committee support and guide the implementation of the college master plan and the linkage of planning and resource allocation? President Nabil Abu-Ghazaleh expressed the need for a program for students to optimize their schedules and achieve their goals. The college provides instruction, research and support services in which we must have a program that the students can take and complete their program timely. The challenge is to find the right questions to systematic ask how we make changes to the scheduling to maximize the needs of our students. Some courses have different expectations and challenges in order to meet the requirement of the program or coursework. The offerings must grow in the direction of our demographics. We need to use input from this committee to increase enrollment and provide an honest representation of what is going on. Academic Affairs deans can assist EMC with recommendations to divisional council. At the beginning of the galley process would be the best time to entertain recommendation from the EMC. Nabil would like a presentation on what we have learned, what we are doing for the students, and we student representation on this committee.

5. **Prerequisites** – the enforcement of prerequisites must across the board, if the course outline and the catalog indicate a prerequisite there must be an electronic mechanism that prevents the student from enrolling.

6. **Police Officer Preparation Program (POPP) Expansion** – the current focus is a day program targeting high school seniors and first year college students. The expansion proposal includes developing more cohorts and an evening program geared towards veterans and young adults.

7. Other: None