Enrollment Management Committee
Minutes
Thursday, October 11, 2012
Winlock Lounge

Present: Judith Ann Friedman, Rebecca Tillberg, Adrienne Foster, Michael Goltermann, Steve Aggers, Barry Sloan, Eric Ichon, Casey Hunter (Academic Senate rep), Marcela Hernandez, Glenn Schenk, Angel Viramontes and Michelle Long Coffee; Guest: Marcela Hernandez

Meeting chaired by Judith Ann Friedman

1) September 13, 2012 minutes approved (Foster, second Tillberg)

2) Publicity Update – Michelle Long-Coffee
   a) Spring 2013 class schedule is now posted on Facebook and on the website. Hardcopies will be available on campus next week in the bookstore and PAWS. The cost remains $1.00.
   b) Future community event - spring 2013 event day planned at West spearheaded by Angel Viramontes in conjunction with feeder High Schools. The president release an email seeking volunteer to man a booth at the Taste of Soul community event on October 20, there will be food, music, information booth on Crenshaw, contact M Long-Coffee to volunteer.

3) Baseline Research – Data and Reports – Rebecca Tillberg (two handouts)
   a) FTES Update - last year base 7,674; we are currently over base by 17 as of 8/15/12. Our projected base for 2012-13 with the tax package is 6,655; worst case funding is 6,417 and if the tax measure fails 6,170 which is an 11% drop, which is an issue. Many factors affect the change such as stricter drop date rules, financial aid and Title V changes. Do we adjust spring to meet the base FTES or do we balance the budget or go into the red by adding more sections. A late spring or early summer session can be added since enlarging class size is more costly.
   b) Degrees and Certificates Awarded – increase of 57 between 2011 and 2012, which could be attributed to additional in home support care certificate program; however 19 less than 2009. What are we doing right? Are we emphasizing transfer more? In home support services issued 33 certificates but it is a non-credit skilled certificate. Committee suggested that Tillberg add another column to show AJ TMC, which will give a clear indication of how many TMC’s we have. Noted that Cal State system is looking at using TMC, which is the trend of the future. We have 11 or 12 graduates this spring. We also need the approximate enrollment reflected to indicate progress. It appears from the data that we are attracting serious, more focused students, which is in line with the issuing of more certificates and degrees and student success.

4) Pre-requisite Report – Michael Goltermann – How do we implement now? We need systematic approach involving academic affairs in the process. Goltermann requested to share with Judy Chow for curriculum and Academic Affairs will take to Divisional council. Goltermann wants something on record about the enforcement of pre-requisites at the instructional level with the academic success rate increase being a target. The next Curriculum meeting is scheduled for 10/18. Goltermann will send information to Adrienne Foster to present at meeting. Complaints from Real Estate instructors that some students are in higher level courses and they are not prepared. If a student wants to be enrolled they can challenge through the division chair. The catalog and schedule pull from protocol which is in DEC so if there are errors in the class schedule then we must have it on file at district. We are correction it as soon as we find it. Student success rate are affected. Advisory and recommended are the same.
Accreditation wants to know that we are discussing student success and student outcomes are what they are looking for and we are discussing it. We will be the first to use computer to enforce pre-requisites. How many students are enrolling against the pre-requisites, mainly in the sciences? There may be a counseling impact for sure.

5) Student, Academic or Administrative Services

- **Student Success Act signed by Governor** – Michael Goltermann reported that the SEP is tied to the BOG 2.0 minimum GPA. The bill was just signed. Patty Banday as our representative has all the information on the details. Goltermann will talk to Banday and have her present on the implication of the bill on enrollment and the SEP policy. Counseling has been informing students at group workshops, along with Financial Aid. Betsy, Casey and Glen are developing a power point presentation to roll out to students. We may need additional marketing because we are suppressing enrollment with some many restriction. There are task forces going over the guidelines and they may throw out the unit cap and just tied the 2.0 GPA. The committee request that the chair invite Banday to the next meeting.

- **SIS Update** – Michael Goltermann - SIS is still on hold due to legal conflicts with contactors; we are looking 4 years out for full implementation district wide. The District is moving forward PeopleSoft Oracle, approved on June 2012. The installation service team is Cedar Crestone and portions of the contract were approved yesterday at the board meeting. The first year of the project they will be working with district and cleaning data, second phase out to pilot campuses Pierce and Valley; then the remaining campuses.

- **Course Families for Activity Courses** – Judith Ann Friedman - Kinesiology, Art, Ceramics, Music, and PE, Dance, Cinema and Theater courses are being grouped in families to deal with repeatability issues. The completion date is fall 2013 with a deadline of all discussion by March or April of 2013. The disciplines for the identified subject areas are meeting regularly to address the issue. Some classes in Music and Art are repeated three or four times. The problem is that all nine colleges in our district must agree to all the family of courses and it’s a large undertaking. Apportionment is also an issue, if you group dance 1, 2 & 3 then you can only repeat a limited amount of time in the family and this could penalize dance or music majors. The disciplines are wrestling with competency there is a problem forcing this on the families while making them non-punitive. For example: yoga, ceramics, dance, jazz band would be heavily impacted.

- **California Dream Act** – Glenn (handout) – Students can apply now for privately-funded scholarship, BOG fee waivers, EOPS, CARE, CalWORKS, Cal Grants and Chafee Grants, for terms starting after January 1, 2013. The AB 540 eligible student include all students who graduated or attended a California high school for at least three years, received a GED or passed the California High School Proficiency Exam, registered or enrolled at a California Community College and if required, completed an affidavit saying you have filed or will file for legal immigration status. All criteria listed above must be met. What about the non-resident fee waiver 298 resident codes must flush those out. MALDEF is working to assist with $85 to $165 of the fee; you can be a US citizen or out of state student who attended HS in California. We need to get the myth about AB540 out because it is not only for undocumented students. Under AB540 if they left California out of High School and return for college after a long period they may be eligible. The California Dream Act applies to all California colleges UC/CSU, information has been placed on our website and Facebook. Counselor, Marcela Hernandez has a flyer that defines AB540 (Koreans, Africans, etc.) there are several resources and pro bono lawyers to assist them in applying by November. The counseling chair, Sherron Rouzan has
contact information on all AB540 students. We have approximately 164 and the numbers may double or triple under the Dream Act.

Old business: Fish Bone – Michelle Long Coffee visual presentation of student’s campus experience from drop off at overland via walk or driving or website. The corner of Albert Vera signage will be changed, lot 5 signage from the lot you can see giant banner; you then encounter locked door on lst level, approach 2nd floor you can enter business office, need to provide signage. We need more signage to guide students into the front of the SSB. If you take Albert Vera there is signage to the south parking and from the parking structure, however CE (20 foot banner) to point to A&R, need additional signage. From the bus stop there is a sign and the student services building is visible. The bus drop will soon be converted to ADA student drop off with signage for Para transit. There’s an ADA sign at the bottom of HLRC but the doors are locked. If you enter from Jefferson, bottom of hill you hit signage; if you go up the hill you will hit the signage to instruct guest to keep going but it is confusing. At the top of the hill you run out of road and turn off s into parking structure. There will be additional signage to get to student service areas and signage in the elevators. Long-Coffee is seeking bulletin boards through LACCD build in order to reduce defacing building with tape and adhesives.

Casey Hunter asked to address class usage and space allocation. Acting Chair, Friedman stated that usually it’s a faculty chair issue; however, Rebecca Tillberg has done a time of day utilization assessment because there is a need to utilize the afternoons. Unless we are forced it may not work, but technically students don’t take the afternoon classes. If we schedule in afternoon would the full rate of class filling be affected. The usage rate like Pierce is a good example, but the demographics are different. Southwest also has a high school on their campus to fill an afternoon offering. This item placed shall be placed on the Agenda for next meeting.

Area events:
Eric Ichon (Distance Learning) – Etudes training is very popular and all sessions are closed.
Glenn Schenk (Financial Aid) – technology online chat or live chat to communicate with Financial Aid is successful with International students and counseling already on board.

Meeting adjourned 11:31am

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<th>EMC Meetings Dates</th>
<th>Fall 2012: Sept 13, Oct. 11, Nov. 8, Dec. 6</th>
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<tr>
<td>Important Registration Dates</td>
<td>Winter 2013 Registration begins November 12 East and Trade offering a winter intersession. SMC after 21 years will not be offering a winter intersession</td>
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<td>Spring 2013 Registration begins November 26</td>
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