Enrollment Management Committee
Meeting Summary
Thursday, September 10, 2009
11:00 a.m., Winlock Lounge

Present: Steve Aggers, Celena Alcala, Mary-Jo Apigo, Judy Chow, Linda Clowers, Judith-Ann Friedman, Michael Goltermann, Cari Hildebrandt, Eric Ichon, Sholeh Khoroooshi, Fran Leonard, John Oester, Betsy Regalado, Curt Riesberg, Mark Rocha, Nancy Sander, Glenn Schenk, Bary Sloan, Rebecca Tillberg, Angel Viramontes

Absent: Mary Ann Gavarra-Oh, Helen Lin, Michelle Long-Coffee, Olga Shewfelt, Robert Sprague, Mark Rocha, Kathy Walton

Guests: Clarissa Castellanos

The meeting was called to order at 11:10 a.m.

1. Baseline Research: Data and Reports:

a. Current Fall enrollment projection and projection for 2009-10 (R. Tillberg): West target for FY 2009-2010 as given by the District is 7,186 FTES (Base +2% allowable over cap). Funding will only cover the base FTES of 7,045 and not the over cap. Colleges were asked not to go over their funding level because there is still a chance that the state may reduce the funding allocation. The District Budget Committee (DBC) had discussed about whether or not a penalty should be imposed to colleges that go over their apportionment.

At the present, West is still planning to offer 25 to 30 sections for the Winter session. The spring offerings may have to be reduced.

Fall 2009 classes were full even though the enrollment number was lower than last fall. Headcount was up by 7% compare to last fall.

b. Student Success Measures: Awards: degrees, certificates, transfers: Degrees and Certificates Summary by division was distributed. Cross checking between Academic Affairs and Student Services numbers is needed to ensure accuracy.

c. Other – open week concerns that need to be corrected for next semester:

- More support staff was needed for the information booth coverage.
- The addendum to the schedule was updated on a daily basis by the Academic Affairs Office, and to avoid confusion it was dated at the bottom of the page.
Administration coverage on the first and second Saturdays was needed to assist students with finding classes and to handle faculty absences. Providing coverage for every Saturday in the semester was suggested.

2. **Around the Table: Your Items:**

   a. **West Math/Science Day (C. Castellanos):** She would like to know if the Math and Science building will be ready for the spring semester. It was confirmed that the building will be ready in December and in time for the spring. Ribbon cutting may be scheduled on the Welcome Day of the spring semester.

   b. **Cancellation of courses in new upstart programs (R. Tillberg):** Not discussed.

   c. **Language Academy (E. Ichon):** The creation of Language Academy at West is intended to attract new international students and increase their English proficiency. They will start in the program and continue with a credit program at the college. East and City run a not-for-credit language academy that is a fee-based program. East puts the program under the International Students but advertises it separately. The tuition is higher than the regular college tuition fee. Instructors are not required to have a master’s degree and are paid as community services teachers or instructor special assignments. Federal regulations require the program to run an intensive 18 hours/week schedule.

      West already got approval for four classes for the program; however, the concern is on the funding issues. N. Sander, M. Goltermann, and E. Ichon will discuss the possibility of starting the program at West. They will present it to the faculty senate.


   a. **Non-resident FTES and revenue projection 2009-2010:** Not discussed.

   b. **On-line degree program, Oct. 5 start date:** One student from Ireland was admitted into the program; however, he has not registered for classes, so M. Goltermann would contact him for any needed assistance. Two other students applied but had not paid the tuition fee. The website had only been functioning for a week, and marketing was being coordinated with SunGard; so hopefully more students will sign up. The classes are now opened to general students, so they would generate enrollment.

4. **Student Services Report:**

   a. **Admissions and Records:** The average student waiting time for Admissions and Records is under 20 minutes and transaction time was approximately 3 minutes. Financial Aid and the Business Office completed an average of 1,000 transactions per day. Online
application will be reopened soon for Fall II. The last day to add classes is Friday, 9/11/09.

b. Outreach and Recruitment (A. Viramontes):

- LAPD Magnet: Sections were reduced to 29 for the Jumpstart Program that will start on September 14. The classes were opened to West students as well. To date, there was approximately 800 enrollments plus 100 from the LAPD.

  Approximately 130 high schools students participated in a survey that was distributed last spring. Most of the results were positive. The students felt good about the instructor, were happy with receiving college credit, and felt prepared for the college level study. Most of them admitted that they found the cost of textbooks challenging.

c. Financial Aid (G. Schenk): The average student waiting time was a little over one hour. Due to the current economic situation, there was a surge in student applications for FAFSA. Last year 2008-09, a total of 7,943 applications were processed; however, just for the Fall 2009, applications has reached 7,079.

d. Counseling: The average of walk-ins was approximately 300-350 during the peak registration time. Appointments will be available for next week, but they were already full. The Counseling department was under staff with two retirees; however, hiring could not be done due to the freeze. Students are encouraged to utilize Echat and Degree Works available on the West website.

e. WELCOME WEEK Update- recommended changes: This year’s Welcome Week was more students driven. Few departments’ participated. Next year’s Welcome Week will coincide with the opening of the Math and Science Building.

  - Encourage faculty’s participation.
  - Put one booth on E Street and another near the Math and Science Building.
  - Have staff members and administrators take turn covering the information booth. It was helpful to have a staff member from Academic Affairs helping out in the Student Services area.
  - Post the addendum on the West website.


a. Regular cost-center report


8. **Athletics Report**: Not discussed.

9. **Next Class Starts**
   a. **Fall II: Monday, October 26**
   b. Winter 2010 (5 week): Tues, Jan 5:
   c. Spring 2010: Monday, February 8

10. **Next regular meeting**: **Thursday, October 8, 2009, 10:00 a.m.-noon**

The meeting was adjourned at 12:12 p.m.

Respectfully Submitted by Vicky Nesia, Executive Assistant

Reviewed by Betsy Regalado, Vice President of Student Services

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**Fall 2009 Meetings Schedule**: September 10, October 8, November 12, and December 10