I. Approval of Minutes

Ms. Lopez referred to the correction made to the minutes of April 3, 2008. She clarified that the cost of assessment tests administered on Saturdays at off-campus sites should be corrected from “$365 per administration” to “$3.65 per administration”.

Ms. Murguia referred to page 1, Section II, MIS Data, line 6. Mr. Farmer’s comment that non-credit students are using the same application as all other students should be clarified to indicate that non-credit Older Wiser Learner (OWL), apprenticeship, and Vocational English as a Second Language (VESL) students do not use the same application as all other students.

Mr. Wallace noted that Shirley Arceo was listed as not present for the meeting. He asked that her name be removed from the membership since he was representing the Public Affairs area. It was noted that Ms. Arceo’s position is listed on the shared governance document as a member of the Enrollment Management Committee. Mr. Wallace indicated that he will inform Ms. Arceo of this and she will attend future committee meetings.

It was moved by Mr. Mellas and seconded by Ms. Lopez to approve the minutes of May 15, 2008, as amended.

II. Review of 2008-09 Meeting Dates

Dr. Johnson asked the group to calendar the 2008-09 meeting dates. He commented that the December 18 meeting falls close to winter break and, because many people are away or busy, it may be cancelled. He also noted that the spring semester will begin the same week
as the January 15 meeting. He stated that if the committee members have concerns about meeting during the first week of school we will consider rescheduling or cancelling the meeting.

III. Status of 2008 Enrollment

Dr. Johnson shared that enrollment is up across the state which is good since we have been down for awhile. He added that our FTES numbers are holding at eight percent. He reported that at the board meeting last night there was discussion about enrollment and the effect on funding if our numbers move over cap. At the board meeting, Mr. Farmer stated the college will wait and see how enrollment progresses before we decide to take any action. He added we want to maintain a certain level of enrollment and should be cautious about removing classes from the schedule. Many colleges in our region are up about the same number of FTES with varying degrees of headcount increase.

IV. Review and Revision of 2007-2010 Enrollment Management Plan Objectives and Activities

Dr. Johnson stated that the Enrollment Management Plan is a living document that needs to reflect current trends. The plan should be periodically reviewed and updated by removing, adding, or modifying items. He asked the committee to review the plan and offer their feedback, keeping in mind that the overall objectives are important and are used to create activities.

Mr. Mellas asked if the committee has a mechanism to track the progress of these activities. Dr. Johnson responded that the scheduled presentations to this committee by the responsible party are to update us on their progress. He added that Dr. Durdella can sometimes add information on progress or committee members could go directly to the responsible party and ask for an update.

Ms. Murguia suggested that in Area 1, Objective 1, Activity 2, the Dean of Academic Affairs be added as a Responsible Party since much of the work for this activity involves the Academic Affairs staff.

Dr. Johnson referred to Area 1, Objective 1, Activity 4. He asked Ms. Murguia if this activity was correct. She responded that new non-credit students are using the credit application but continuing non-credit students do not have a credit application. She added that this population will be added into the system in the future.

Ms. Westby asked if the education plan referred to in Area 1, Objective 1, Activity 5, is long-term or short-term. Ms. Murguia stated she believes it is a short-term education plan. Dr. Johnson indicated he would confirm with Ms. Chomiak which education plan will be provided. Ms. Murguia added that she hopes to implement some of the delivered PeopleSoft components to develop long-term education plans that provide students with information on when the courses they need are typically offered.
Mr. Wallace remarked that in Area 2, Objective 2, Activities 1 and 3 are the same and should be combined. It was decided to combine Activity 3 with Activity 1.

Mr. Mellas referred to Area 2, Objective 3, Activity 1. He stated that he believes this activity is either an ongoing action or has been completed. It was decided to revise the activity to indicate it would be performed on an ongoing basis. Ms. Westby added that her area would like to see the size of the pages on the website expanded so that the entire page can be used to post information. Mr. Wallace responded that this would be a design issue and he would ask Ty Bowman about her request.

Mr. Mellas shared that the SEM instructors believe there may be a technical problem with the link between Schedule+ and PeopleSoft that could be causing students to leave. Students tell faculty that classes are open in Schedule+ but they aren’t able to add. He suggested we need to indicate to students in Schedule+ that classes are closed or unavailable. Ms. Murguia responded that Schedule+ runs live from PeopleSoft. She stated that if five students drop from a class, it appears there is room to enroll. But, she added, students are not paying attention to the add deadlines for that class and are not aware they have missed the opportunity to add. She said there is no way to separate the 18-week classes so that only the available term classes show. She indicated she would present the issue (Schedule+ shows class has available seats but it is too late to add) to Information Technology for consideration after the current patches and fixes are completed. Ms. Murguia stated it is better for students to use the enrollment features in the PeopleSoft Student Center because it displays the message that enrollment is not available and provides more information. Many committee members commented that Schedule+ is used by those who are not yet students and it is also easier to use if you’re just shopping for classes. Dr. Johnson suggested we investigate adding text regarding add deadlines to Schedule+. Ms. Murguia responded that we can add text to the first page of Schedule+ but not on each individual class. She stated she would work with Mr. Mellas on ways to provide information to students.

Mr. Mellas stated he has been concerned for some time that we are the only college that lists class capacity on our online schedules. He is concerned that some students may drop because they check class enrollment and are concerned their class will be cancelled. He added that students don’t want to take a chance of missing the opportunity to take another class they need. He asked if we could list the number of seats available instead of the number of students enrolled. Ms. Murguia stated she would check what options are available in PeopleSoft as to how this information is displayed. It was decided that this activity would be added as Activity 5 to Area 5, Objective 1, of the Enrollment Management Plan.

As a result of the preceding discussion, the following revisions were made to the 5/15/08 draft of the Enrollment Management Plan 2007-2010:

Area 1, Objective 1:

- The Dean of Academic Affairs was added to the Responsible Party for Activity 2.
Activity 4 was reworded to read: Change remaining non-credit student populations (VESL, Apprenticeship, OWL) admission process to collect all application data collected for credit students.

The Timeline for Activity 4 was revised to Fall 2008-Spring 2009.

The first item in Activity 5 was reworded to read: Endeavor to provide a short-term education plan for every student in need of one.

The third item in Activity 5 was reworded to read: Identify Information Technology programming needed to enable counselor input of education plans and clearances using Academic Advisement (degree audit).

The Outcome for Activity 5 was reworded to read: Short-term education plan available to students online

A second Outcome for Activity 5 was added: Counselors build education plans using Academic Advisement (degree audit)

The Dean of Student Support Services and Dean of Admissions, Records, and Services was added to the Responsible Party for Activity 5.

Area 2, Objective 2:

Activity 3 was combined with Activity 1. Activities 4 and 5 were renumbered to 3 and 4.

Area 2, Objective 3:

Activity 1 was reworded to read: Provide a fully accessible Cerritos College Web site on an ongoing basis.

The Coordinator of School Relations was added to the Responsible Party for Activity 3.

Area 5, Objective 1:

Activity 5 was added: Review and evaluate course enrollment. Identify options for technologies for ease of student use.

The Outcome for Activity 5 reads: Identify options for delivery of course enrollment status information (PeopleSoft and Schedule+)

The Timeline for Activity 5 will be Spring 2009 to Fall 2009

The Responsible Party for Activity 5 is the Dean of Admissions and Records

Dr. Johnson indicated the committee will continue with agenda items IV and V at the next meeting.

V. Calendaring of 2008-09 Enrollment Management Plan Presentations

This item will be returned to the agenda for discussion at the next meeting.
VI. Other Items

Mr. Mellas asked that Enrollment Management Committee information be posted to the Shared Governance page on the college website.

The next meeting is scheduled for October 16.

Dr. Johnson adjourned the meeting at 10:57 a.m.