

Enrollment Management Meeting

Wednesday, September 28, 2022
L-201
11:00 am – 12:00 pm

Committee Members:

LaDonna Trimble ~ Chair
 Tamira Palmetto Despain ~ Co-Chair
 Dr. Jose Rivera ~ Member (Ex Officio) - **Absent**
 Dr. Howard Davis ~ Member (Ex Officio)
 Shaminder Brar ~ Member (Ex Officio) - **Absent**
 Dr. Christos Valiotis ~ Member - **Absent**
 Tom Gang ~ Member
 Nichelle Williams ~ Member
 Jenell Paul ~ AVC Classified Union Representative
 Dr. Svetlana Deplazes ~ Member
 Anet Youkhana ~ Member - **Absent**
 Rashall Hightower ~ Member - **Absent**
 Kenya Johnson ~ Member

Michelle Hernandez ~ Member
 Keina Miranda ~ CMS Designee - **Absent**
 Dr. Aurora Burd ~ Member
 Karen Heinzman ~ Member
 Mariko Shimizu ~ Member
 Neil Quebbemann ~ Member
 Vacant ~ Marketing/Public Relations Designee - **Absent**
 Vacant ~ ASO Representative- **Absent**

Other:

Christy Chereshkoff – Interim Admin Assist Enrollment Services
 Sarah Miller – Designee for Shaminder Brar
 Daniel Conner – Designee for ITS
 Dr. Meeta Goel – Dean of Institutional Effectiveness, Research, Planning & the Library

MINUTES

Items	Person(s) Responsible	Time	Action
STANDING ITEMS:			
I. Minutes Approval	All	5 min	Minutes from 9/14/2022 - Approved
INFORMATION/DISCUSSION ITEMS:			
II. Presentation – Adopted Budget	Sarah Miller For Shaminder Brar	35 min	https://www.avc.edu/administration/busserv/budgets Current Budget <ul style="list-style-type: none"> • 2022-2023 Adopted Budget • 2022-2023 Adopted Budget Presentation / Board of Trustees Meeting -9.12.2022 Review key points of the Adopted Budget and Q & A
III. Discussion: Online Class Schedule	Dr. Howard Davis	10 min	Dr. Davis: President Zellet’s goal “11,400 by 2024” – Increase enrollment to 11,400 FTES by 2024. Concerns with online class schedule: <ul style="list-style-type: none"> • Can we use better descriptors? For example “Live-Online” instead of “Synchronous” to be more user friendly. • Displaying a start day of “Monday” for a TBA online class is confusing. Suggestions for improvement: <ul style="list-style-type: none"> • Survey students regarding the schedule format • Review other Colleges’ websites • Update the modality icons, explanation, & embedded video regarding class formats. • Once a course is full, have it drop to the bottom of the list so that open courses with available

			seats are always at the top of the listing. (working with IT for this option) L. Trimble: Obtain agreement of committee – all agreed that this should be researched and pursued for improvements.
IV. Enrollment Management Committee Information Sheet - Updates	LaDonna Trimble	5 min	Final call for review / updates of the Committee members and information sheet so that it may submitted to the CCC Add Keina Miranda as the newly approved CMS representative Obtain consensus – Does the committee feel it is important to have a representative from ITS in these meetings? – Yes Submit recommendation to CCC to have ITS added as a permanent position for the committee.
V. Presentation – Student Surveys	Tamira Palmetto Despain		Not presented due to time constraints. L Trimble referred to comparison provided by Dr. Goel showing the trending changes in student preferences
VI. Volunteers Needed – Budget Committee	All		Not discussed due to time constraints.
VII. Confirm Next Meeting Date(s)	All	5 min	L. Trimble: The Committee will always plan to meet the 4 th Wednesday of each month. Meetings will be held the 2 nd Wednesday of the month only “as needed” Next meeting will be 10/26/2022 Meeting on 11/23/2022 (day before Thanksgiving) will be rescheduled to 11/9/2022
VIII. Goals	All		<ul style="list-style-type: none"> Meet base funding level per the Chancellor’s Office plus two percent annually. Advancing students’ progress towards successfully achieving their educational goals with integration of guided pathways. Increase percentage of full-time enrollment through effective scheduling and program planning
OTHER:			
Student Success Teams / Case Management	LaDonna Trimble	5 min	L. Trimble: Revisit prior discussion of “Student Success Teams” / “Case Management” as a comprehensive approach to student support (materials were provided with the agenda)
FUTURE AGENDA ITEMS:			
EdSights Presentation	Kenya		Software for student engagement – texts, reminders, alerts, surveys
Next Meeting Date:			
October 26, 2022			Location L-201
November 9, 2022			This date is in lieu of 11/23/2022 due to the Thanksgiving Holiday – Location TBD