

Strategic Enrollment Management (2019-2020)

Meeting Notes

NAME OF COUNCIL/TEAM: Strategic Enrollment Management (2019-2020)			
OBJECTIVE OF MEETING: Discuss other California Community College Enrollment plans and make assignments to report chapters			
DATE: 09/23/2019 TIME: 1:30pm		LOCATION/ROOM #: CTL CALL-IN NUMBER: +1 669 900 6833 CALL-IN CODE: 935 082 857	
FACILITATOR(S): Kale Braden, Dyne Eifertsen			
TIMEKEEPER:			
ASSISTANT: Kevin Porter			
MEMBERS PRESENT: Charles Braden, Michelle Brock, Dyne Eifertsen, Douglas Herndon, Dianne Meador, Jason Ralphs, Kevyn Montano, Kevin Porter, Marsha Reske, Tyler Rollins, Kathryn Sorensen			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
Update on state of draft: what's been changed and added since our last meeting?	Kale Braden	- Lead updated team on draft final report content that has been added based on previous work already completed. - Topics touched upon include: block scheduling/uniform meeting pattern benefits and limitations; opt-out scheduling concept; queuing turn-key sections that can be turned on quickly if more capacity needed; current scheduling/rollover cycle; shared scheduling terminology/definitions.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Assign members to report chapters	Kale Braden/Dyne Eifertsen	- No specific assignments made yet.	- Team will focus immediate work on draft final report section e, Scheduling Management Guidelines. This content will help guide several other sections.
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Discussing highlights from the SEM reader (distributed as a part of this agenda and on 9/19/19 to the committee). Are there elements that we would like to adapt for our own report?	Kale Braden/Dyne Eifertsen		
Create list of terms/concepts that we need to define as a part of the SEM report (Appendix D, Section II)	Kale Braden	- This will be an ongoing agenda item to be addressed regularly.	
Plan for 9/30/19 meeting (Kale out on ACCJC Accreditation site visit.	Kale Braden/Dyne Eifertsen	- Meeting is cancelled; homework assigned.	
ITEMS FOR FUTURE CONSIDERATION:			
Topic	Contact Person		
Develop list of classes that are "approved" to be low enrolled, with justifications.	Kale Braden		
Survey deans on why/when they add/cut sections; determine current norms and exceptions.	Kale Braden		
OTHER INFORMATION: Next call with Ad Astra will be on October 28th			

