

## OFFICE OF THE VICE CHANCELLOR EDUCATIONAL SERVICES AND STRATEGIC PLANNING RCCD ENROLLMENT MANAGEMENT COMMITTEE

Meeting Minutes from Thursday, September 20, 2018

CAADO, Conference Room 209

3:00 p.m. – 5:00 p.m.

### MEETING MINUTES

**Meeting called to order:** 3:08 p.m.

**Present:** AnneMarie Amezquita; Raj Bajaj; Christopher Blackmore; Aaron Brown; Peggy Cartwright; Darren Dong; Carol Farrar; Dyrell Foster; Monica Green; Samuel Lee; Carlos Lopez; Wendy McEwen; Susan Mills (Chair); Kyla O'Connor; Thea Quigley; Jeff Rhyne; Art Turnier

**Absent:** Melissa Bader; Peggy Campo; Mark DeAsis; Wolde-Ab Isaac; Nathaniel Jones; LaTonya Parker; Jason Parks; James Reeves; Rolando Regino; Mark Sellick; David Torres; Chip West

- I. **Approval of Agenda - 1<sup>st</sup> Monica Green / 2<sup>nd</sup> Carol Farrar**  
**Approval of Minutes - 1<sup>st</sup> Monica Green / 2<sup>nd</sup> Wendy McEwen**

II. **Vice-Chancellor's Report – Vice-Chancellor, Susan Mills**

- Strategic Planning – Organizational Structures: Four (4) Vice-Chancellors
  - **Student Success/Curriculum/Guided Pathways:**  
Council Chair: Dr. Mills: AA/AS Completion, Dual Enrollment, Early/Middle College, CTE, Adult Education, Transfers
  - **Student Access & Integrated Support:**  
Council Chair: Dr. Mills: A&R Orientation, Onboarding, Outreach, SEPs, Pathways & Engagement Centers, College Promise, Financial Aid, Dreamers, Special Populations, Safety, Mental Health and Security
  - **Student Equity:**  
Council Chair: Dr. Hampton: Diversity, Targeted Intrusive Intervention, Cultural Competency & Equity Minded Culture
  - **Institutional Effectiveness and Planning:**  
Council Chair: Dr. Mills: Monitoring Assessment and Evaluation, Efficiency, enrollment, Scheduling and Completion, Accountability and Transparency Reporting, Governance
  - **Resources:**  
Council Chair: Mr. Brown: IT, HRER, Facilities and Safety and Finance
  - **Partnership & Communications:**  
We will be hiring a new Vice Chancellor to Chair this Council
- There are several meetings held at the District level: AB705 Workgroup, Early Enrollment/IT Workgroup; VPAA, VPSS, A&R, Financial Aid, DSPC, ITSC, DBAC, EduNav, Guided Pathways, etc. We need to collect all workgroups/meetings held at a District level and combine those which are similarly aligned. Chancellor Isaac is open to suggestions/recommendations. Please e-mail suggestions/recommendations to Susan Mills.
- As for the DEMC Group we are to focus on financial need, student success measures, FTES. How may we restructure this group to make it more effective?
- Safety/Security and Student Health/Mental Health are two topics which were raised for consideration of further discussion.
- There will be a new AVC of Education Services position to be posted and filled.
- All three colleges should be facilitating meetings including, but not limited to, Deans, Business Services, Educational Services and Strategic Communications.
- A suggestion regarding equity falling within the scope of Guided Pathways.
- It is understood that not all programs can be duplicated at all colleges. However, we would like to combine/funnel committees together as we can.
- A recommendation was made to facilitate an Equity summit twice per year. The topics would include Student Equity and Guided Pathways.

- Call for Participation in the Promising Practices for Strategic Enrollment Management
  - A letter was provided by Chancellor Issac announcing a call for Strategic Enrollment Management (SEM) practitioners to submit Promising Practices. The completion/application deadline is November 9, 2018.
  - Send suggestions to Susan Mills
  
- AB 705
  - A meeting, which included three (3) English Chair(s) and IDS from each college, Beth Watts and Susan Mills occurred to talk about enrollment in ENG-91 which had to be enrolled by hand.
  - The committee will be working with the English Chair(s) and pair them with a representative from IT
  - The committee reached out to the Math Discipline as well
  - The State Chancellor's Office with work with CSU(s) during the 2<sup>nd</sup> articulation window which will include Math, English and ESL are areas A-2, A-3 and area B-4 is Math.
  
- Please note the Early Registration Timeline (**attached**). Please contact Susan Mills for any questions/additional information.
- The goal is to have the catalogs out in October with any addendum(s) attached.
  - January – June BOT/State approved in the addendum to 2018/2019 Catalog
  - Two (2) semester enrollment Winter/Spring in November
  - 2019/2020 Catalog – August – December 2018 BOT Approved
  - Publish the catalog in March
  - Enroll for Summer/Fall in May (after FTES targets are finalized)

**III. Update on Early Registration & Information Technology Workgroup – Susan Mills**

- This Workgroup will be combined with the Curriculum Workgroup since many of the attendees are the same. Rebecca Turner will be taking minutes for the meeting.

**IV. Noncredit Enrollment Management – T. Quigley**

- There are 14 Certificate programs for noncredit
- Certificate Programs are going through the Curriculum approval process and a noncredit workgroup will be developed.
- FTES are tied to growth rates. Currently we have less than 100 – 2% from noncredit, but we can switch credit FTES targets to non-credit FTES targets.
- It was recommended to set targets which fold in noncredit to overall strategic plan
- If we grow it we must determine how to fund the program(s)
- This will require a technical group to focus on recording noncredit enrollment and positive attendance, which will require factual/audit worthy data.
- The funds must be reported to the State for noncredit programs
- We are trying to grow noncredit programs (i.e. tutoring, financial aid, etc.) to increase success and outcome numbers
- The FTES adjustments have not been applied yet

**V. FTES Update Annual – Raj Bajaj**

- All colleges are to run the report on a regular basis at their own respective college.
- FTES report which reflects the following:

Moreno Valley	Estimated Annual FTES generated 2018/19	7390.64	FTES Rolled from 18Sum to 2017/18	348.01
	Annual FTES after adjusting 18Sum	7042.63	College yearly target	7399.24
Norco	Estimated Annual FTES generated 2018/19	7138.28	FTES Rolled from 18Sum to 2017/18	84.16
	Annual FTES after adjusting 18Sum	7054.12	College yearly target	7135.00
Riverside	Estimated Annual FTES generated 2018/19	16955.95	FTES Rolled from 18Sum to 2017/18	100.06
	Annual FTES after adjusting 18Sum	16855.89	College yearly target	16522.41
District	Estimated Annual FTES generated 2018/19	31484.87	FTES Rolled from 18Sum to 2017/18	532.23
	Annual FTES after adjusting 18Sum	30952.64	College yearly target	*31056.65
			*Actual Running Total	30930.00

**Meeting Adjourned:** 4:25 p.m.

**Meeting Dates:** November 15, 2018; December 6, 2018; January 17, 2019; February 21, 2019; March 21, 2019; April 19, 2019; May 16, 2019