RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

OFFICE OF THE VICE CHANCELLOR
EDUCATIONAL SERVICES AND STRATEGIC PLANNING
DISTRICT ENROLLMENT MANAGEMENT COMMITTEE
Meeting Minutes from Thursday, September 19, 2019
CAADO, Conference Room 209
3:00-5:00 pm

<u>MEETING MINUTES</u>

Meeting called to order: 3:01 p.m.

Present:	Melissa Bader**,** Raj Bajaj, Aaron Brown, Michael Collins, Darren Dong, Carol Farrar, Rebeccah Goldware, Mark Knight, Samuel Lee, Carlos Lopez, Wendy McEwen, Kyla O'Connor, Sheila Pisa, Thea Quigley, Jeff Rhyne, Kaneesha Tarrant, Art Turnier,
Absent:	AnneMarie Amezquita, Quinton Bemiller, Christopher Blackmore, Mark DeAsis, Kristine DiMemmo, Jennifer Floerke, Dyrell Foster, Monica Green, Wolde-Ab Isaac, Nathaniel Jones, Susan Mills (Chair), Jason Parks, Mark Sellick, David Torres, Chip West

I. **Approval of Agenda & Minutes - 1st** W. McEwen**, 2nd** A. Turnier, 1 Abstained (R. Goldware)-Approved with correction to the May 16, 2019 minutes to reflect Jeff Rhyne as present.

II. **SCFF Workgroup – A. Brown**

Vice Chancellor, Aaron Brown reviewed the changes to the Student Centered Funding Formula. The components that make up the SCFF have been rolled over for fiscal year 2019-20. It was designed to be a three-year phase in, now it will be a one-year phase throughout. Allocations were broken down as follows:
- 70% of apportionment will be allocated for FTES/enrollment
- 20% of apportionment will be allocated for the equity/supplemental
- 10% of apportionment will be allocated for student success

Vice Chancellor, Aaron Brown shared the changes in effect for the student success piece:
- We are only counting the highest award earned for students that are still enrolled in the academic year being awarded. The reason behind this is to drive down the metrics so it fits within the apportionment allocation that we currently have in place to lower the potential for deficit.
- Amendment to the definition of transfer. Students that have transferred to a four-year institution and completed 12 or more units in the district prior to transfer.
- Calculation of student success metrics will be on a three-year average opposed to a single year.
- Extended the hold harmless for districts in this position for an additional year.

For the 2019-20 fiscal year budget, projections were developed with David Torres, Dean of Institutional Research & Strategic Planning. We don't know what the rates are yet, we have an estimate. Vice Chancellor, Aaron Brown will send this information out to the committee via email.

> **Question:** Are rates for credit certificates changing to reflect the unit changes that have been implemented at the State Chancellor's office?
> **Response:** Yes

Financial Aid

We need to ensure constructive conversations are going on regarding how we are doing so we can capture everything we are eligible for. Vice Chancellor, Aaron Brown asked for updates on how each of the colleges are doing.

- RCC - Numbers are up, with our new online system. File completion has increased by 18% and the student count to 27% for Pell.
- MVC – File completion has increased by 25.5% and CAL payments by $300k.
- NC – Working on increasing staffing in order to decrease the processing time for students.

Vice Chancellor, Aaron Brown provided the committee with an update on the Legislative Oversight Committee. The Committee is trying to propose a change to the definition of low income in high cost areas, namely communities along the coast. This will potentially change the intent of SCFF to help those underserved populations in low income areas.

III. **FTES Update – Raj Bajaj**

Raj Bajaj, Dean of Institutional Reporting & Academic Services, reviewed the FTES summer update and census roster. Each college either met or exceeded their targets. Details, by section have been moved to SQL server. The data source has been updated and is refreshed daily. There were about 300 census rosters outstanding as of Monday, we need to get these handled as the due date has already passed.

CREDIT RESIDENT FTES by Term 2020-20												
Credit Resident FTES	Target Summ19	Summ 19	Difference from Target Summ 19	Target Fall 19	Fall 19	Difference from Target Fall19	Target Winter 20	Win20	Diff from target Winter 20	Target Spring 20	Spring 20	Annual College Target**
MVC	654.48	694.41	39.93	3054.24			581.76			2981.52		7272
NC	**650**	654.6	4.6	**3250**			**554**			**2912**		7366
RCC	1429	1472.4	43.4	7387			1670			6733		17219
District	2733.48	2821.41	87.93	13691.24			2805.76			12626.52		31857

MVC:
FTES ACCOUNTED FOR IN SUMM19
ADJ-C1D-22937:Res Credit FTES 29.72
TBA compliance to be adjusted.

Question: Is there any way to change the census date?
Response: Committee agreed to have a sub-group to work on this.

Re-cal is due next month. Committee members were urged to stay on top of the FTES. We need to make corrections by September 30th at the latest. There are minor issues in section contact hours as well as positive attendance. Raj Bajaj, Dean of Institutional Reporting & Academic Services asked if the colleges are on track with this. Colleges will circle back.

IV. **Workgroup Updates**

a. **EduNav**

There have been issues for students unable to use their add code. Students were coming into Admissions & Records to extend their hours manually. The Committee discussed their concern with these issues having occurred during the pilot and the possible issues to face at full adoption of EduNav.

Question: Is there a way to identify these students behind the scenes?
Response: No, we currently do not have this ability

b. **AB 705**

Chancellor's office should be sending something out on AB 705 guidelines.

c. **Schedule Lite**

Scott Tracy, Director Administrative Applications provided the committee with an update and visual of the new Schedule Lite. The District office worked with Mt. San Jacinto to obtain their process and coding for the schedule which RCCD has adapted to fit the environment. Highlights included:

- Students will still get the class listings, it is more streamlined without the typical catalog information
- Looking at another way to identified online/hybrid classes for students. The Committee suggested filtering out the incarcerated classes
- Automatically builds table of contents
- Students can download it or interact with it
- Has the schedule generation date and time

This Schedule Lite will be housed in one place only. Updates to the schedule during busy times of the year will update no more than every hour. The updating process takes a few minutes to run from end to end. This gives us a lot of flexibility, so long as there are notes regarding co-requisites.

V. **Other**

a. **Mandatory Orientation for first-time DE Students**

Sheila Pisa, Interim Dean of Distance Education shared the proposal for mandatory orientation for first-time DE students. Data has shown that 54% of first-time Distance Education students in Fall 2018 received an F or FW grade. Students will receive a message to complete a 30 minute orientation video for Distance Education. The committee determined that District Academic Senate is where this proposal will need to go for further discussion.

b. **Updates for Institutional Advancement & Economic Development**

Vice Chancellor, Rebeccah Goldware provided the committee with an update on her department. There are two new people in Institutional Advancement & Economic Development. We have been working with various people, departments and colleges to determine what the district office is responsible for and what resides at the colleges, particularly with the catalog, info pages, schedule, etc.

Vice Chancellor, Rebeccah Goldware will be meeting with Heather Edberg, Instructional Support Coordinator tomorrow to discuss requirements for the catalog and info pages. The committee discussed one area where uniform graphics are needed, guided pathways.

Meeting Adjourned: 4:52 pm