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, October 17, 2019
CAADO, Conference Room 209
3:00-5:00 pm

MEETING MINUTES

Meeting called to order: 3:07 p.m.

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

I.   **Approval of Agenda – 1st** R. Bajaj **-** Approved by consensus
      Approval of Minutes – Lack of quorum

II.   **SCFF Workgroup – A. Brown**
      Vice Chancellor, Aaron Brown discussed a few updates regarding feedback from the State Chancellor's office on the definitions for success metrics. The colleges reported the following updates from Financial Aid:
      a. **Moreno Valley College**
          There is a 25.5 % increase for student file completion. Staff are reaching out to students that may not be technologically savvy to help assist for additional increase.
          • Student count for CCPG students: from 9500 to 9700
      b. **Norco College**
          Data received from Campus Logic, 17% increase for student count and a 14% increase for Pell funds disbursed. Two part-time staff that are going full-time. File completion increased 57% due to Campus Logic, in 18-19 we had 2,321 files completed and 3,665 files completed for 19-20. This has streamlined and increased the processes.
          • Student count for CCPG students: from 8400 to 8550
      c. **Riverside City College**
          There is a 32% increase in dollar amount of Pell compared to last year and 46% increase for student head count. There were 3,665 files completed for 19-20.
          • Student count for CCPG students: from 19,300 to 19,500

III. **FY 2020-21 FTES Targets – District College – A. Brown**
      Vice Chancellor, Aaron Brown discussed the importance of each college being on the same page in respect to targets. This will help in accomplishing advanced planning. Strategic planning goals are set at 3% per year for credit, noncredit, and resident. Credit for fiscal year 2019-20 is reasonably accurate. All three targets need to be set, however shifts can be made within those targets. The Committee discussed a need for a districtwide process. Part of the issue is mobile technology. Tracking positive attendance is a major issue. We are working with IT to come up with a solution for this. The issues have been identified and there is now a need to form a workgroup to come up with a resolution. Thea Quigley, Executive Director, Adult Education & Community Initiatives has been working with Associate Vice Chancellor, Christopher Blackmore to look at possibilities for technology. The Committee discussed possible solutions to hours tracking for positive attendance. Associate Vice Chancellor, Christopher Blackmore discussed the options within Canvas for this, currently there is not this ability. The Committee decided to form a positive attendance workgroup to address these issues. Vice Chancellor, Susan Mills will coordinate who is needed for the workgroup.

IV. FTES Updates

	CREDIT RESIDENT FTES by Term 2019-20											
Credit Resident FTES	Target Summ19	Summ 19	Difference from Target Summ 19	Target Fall 19	Fall 19 as of Oct 14th	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	3184.73	130.49	581.76			2981.52		7272
NC	650	654.6	4.6	3250	3280.51	30.51	554			2912		7366
RCC	1429	1472.4	43.4	7387	7399.52	12.52	1670			6733		17219
District	2733.48	2821.41	87.93	13691.24	13864.76	173.52	2805.76			12626.52		31857

MVC:
Resident Credit FTES adjustments
ADJ-C1D-22937: 29.72 acctd in Summ 19
ADJ-B1B-22921: 84.37 accounted in Fall 19
ADJ-R1B-22949: 9.04 ACCTD for in Fall 19
ADJ-R1C-22945: 12.67 acctd for in Fall 19
ADJ-B1B-25734:132.07 acctd in Fall 19
ADJ-B1B-28952: to be acctd for in Spr 20
ADJ-C1D-28967 to be acctd for in Win 2019
ADJ-R1C-28962: 14.75 to be acctd for in Spr 20.
TBA complaince to be be adjusted.

V. Workgroup Updates

a. AB 705
Vice Chancellor, Susan Mills discussed updates to AB 705. Math met two weeks ago and English is meeting next week. Vice Chancellor, Susan Mills discussed various issues with the roster, paring of courses on the new Schedule Lite, and wait lists. Students are not placing themselves on both wait lists when there is a support course. Messaging needs to address this so students know to waitlist for both courses. The Committee discussed issued that may arise if students are not at the same number on the queue for both courses. Vice Chancellor, Rebeccah Goldware agreed to help with the marketing piece to create a more uniform look for pathways through math and English. Vice Chancellor, Rebeccah Goldware's team will convene a meeting to address this.

b. Catalog & Schedule
Scott Tracy, Director Administrative Applications demoed the Schedule Lite for the Committee at the last meeting. The anticipated date to go live is October 21st. The idea for the Schedule Lite came out of the early enrollment debrief meeting back in June. Vice Chancellor, Susan Mills asked that the Vice Presidents of Academic Affairs please communicate to their Deans and Department Chairs to ensure everyone is aware of the date and Schedule Lite. The Schedule Lite will potentially refresh every 4 hours. Committee discussed the need to incorporate a reminder to take the placement survey somewhere on the Schedule Lite.

c. EduNav Update
The district will move forward with merging only students with education plan access in EduNav for the next registration cycle. This is 57% districtwide approximately 24,000 and over 345 programs in system. The goal for spring 2020 is to merge all students for summer/fall registration, provided we obtain the number of education plans closer to support 80% of students.

d. Using WebAdvisor to gather information on why students drop classes/why students earn failing grades
This comes in relation to proposal for mandatory orientation. Having more information as to why students drop or are dropped would help us to provide more comprehensive support services. This would be a powerful tool for us to manage enrollment if we had better information on why students drop. The suggestion was to add a dropdown menu in WebAdvisor with a short list of options to select from and the same for faculty dropping for non-attendance. Associate Vice Chancellor, Christopher Blackmore will look at options and report back.

VI. **Review/Approval of DEMC 2019-2020 Academic Year Meeting Dates**
The Committee reviewed the proposed meeting dates for the academic year and agreed to the following:

- No meeting in December unless it is otherwise deemed necessary
- If the Committee meets in January we will need to pay special projects, however now that there are targets set, there may not be a necessity to meet in January
- Remaining dates were fine as is

Meeting Adjourned: 5:05 pm