

OFFICE OF THE VICE CHANCELLOR EDUCATIONAL SERVICES & STRATEGIC PLANNING

District Enrollment Management Committee

Thursday, October 13, 2022

Zoom

3:00-5:00 pm

MEETING MINUTES

Meeting called to order: 3:03 pm

Present: Esmeralda Abejar, John Adkins, AnnaMarie Amezcuita, Majd Askar, Melissa Bader, Raj Bajaj, Kimberly Bell, Quinton Bemiller, Christopher Blackmore, Peggy Campo, Chris Clarke, Jamie Clifton, Michael Collins, Mark DeAsis, Kristine DiMemmo, Felipe Galicia, Elizabeth Hilton, Sandra Martinez, Susan Mills, Michael Peterson, Juan Carlos Ponce, Phillip Rawlings, Jeff Rhyne, Christopher Sweeten, Kaneesha Tarrant, Kyla Teufel, David Torres, Tom Vitzelio, Lijuan Zhai

Guests: Dulce Bravo, David Buitron

Absent: Aaron Brown, Torria Davis, John Geraghty, Rebecca Goldware, Jake Kevari, Jason Parks, Mark Sellick, Kevin Stewart, Lynn Wright

I. Approval of Agenda & Minutes

- a. Approval of October 13, 2022 Agenda: 1st F. Galicia, 2nd J. Adkins; No abstentions
- b. Approval of September 15, 2022 Minutes: 1st M. Bader, 2nd; K. Bell; No abstentions

II. Update on Scheduling Task Force

Vice Chancellor Susan Mills informed that the Scheduling task force has been reconstituted and includes membership as recommended by DEMC and the previous task force's composition. The first meeting will be held next week and the task force will be looking at scheduling timelines, business practices, and schedule of classes. Additional membership recommendations can be forwarded to VC Mills.

III. FTES Update

Dean Raj Bajaj provided an FTES update as of mid-October. In Summer RCCD did not do as well, but FTES increased in the Fall term. The current estimates were reviewed; the annual projections for Ben Clark, Incarcerated and Special Admit were included at the bottom of the report. The total projected for the entire year is 27,000 but may change depending on Winter and Spring terms. Dean Bajaj is looking into the Nonresident FTES to see if there are any mapping issues as they projections appear to be a little high. The Noncredit FTES are projected to be over 200 FTES.

Credit FTES

FTES by Term 2022-2023										
Credit FTES	summ22	Actual Summ22	Difference	Target Fall 22	Fall 22 FTES oct	Difference	Target Winter 23	Target Spring 23	Annual P3 projected	College Yearly Target
MVC	593.17	556.00	(37.17)	2,695.07	2,460.00	(235.07)	564.80	2,594.49		6447.53
NC	588.67	530.00	(58.67)	2,963.56	2,520.00	(443.56)	544.80	2,587.90		6684.93
RCC	1615.90	1,264.00	(351.90)	6,628.96	6,620.00	(8.96)	1,484.75	6,254.94		15984.55
District	2797.74	2350.00	(447.74)	12287.59	11600.00	(687.59)	2594.35	11437.33	0.00	29117.01

Note: Fall data is approximate subject to change due to section setups, calculations.

MOV
ADJ-R1A2-23331 3.77 SPR TO SUM
ADJ-B1B-23353 67.31 SPR TO FALL
FIT Fall 22
EMS-91-26656 27.00 SUMM TO FALL
ADJ-R1C-28951 FALL TO SPR
ADJ-B1B-29094 96.00 FALL TO SPR

Annual Projections 22-23
Ben Clark 1043.00
Incarcerated 200.00
Sp. Admit 1100.00

Nonresident FTES

College	Summer 22 Target	actual sum22	Fall 22 Target	Est Fall 22	Winter 23	Spring 23	Yearly Target
MVC	11.64	7.50	41.78	40.00	9.76	28.68	91.86
NC	11.56	14.00	61.22	60.00	9.27	49.17	131.22
RCC	31.20	22.00	125.08	120.00	23.46	106.68	286.42
District	54.40	43.50	228.08	220.00	42.49	184.53	509.50

Noncredit

NONCREDIT FTES	SUMM22	Fall 22 Est
	non-credit	
MVC	0.22	4
NOR	0.9	9
RCC	21	85
District	22.12	98

Projected 2023: Approx 200 Ftes

IV. Reporting Calendar Update

Dean Raj Bajaj provided a comprehensive reporting timeline that includes MIS reporting for P1, P2, P3 and Recal filing dates. The detailed timeline also includes Annual Program Awards, Financial Aid, and IPEDS reporting submissions deadlines.

V. Emergency Conditions Allowance and Recovery Plan: Data Update

Vice Chancellors Susan Mills informed on the status of the Emergency Conditions Allowance and Recovery Plan. The enrollment plan is one of the six major criteria needed for the ECA Recovery Plan submission. The DEMC will oversee the enrollment data by looking at who are our students at this point, and where did we see enrollment losses and across what groups including age groups, special populations, dual enrollment, and adult ed to name a few. The plan also needs to address how are we going to try to increase our enrollments, and how are we going to use the data to inform our schedules to regain our enrollment driven by college needs. A small group will be formed to help complete the Emergency Conditions Allowance Recovery plan and get it ready to be presented with various leadership stakeholders amongst DEMC, DSPC, college Academic Senates and submit for Board approval by January to meet the state submission deadline.

Associate Vice Chancellor Lijuan Zhai and Institutional Research Specialist David Buitron presented data dashboards on demographics that can aid in the analytical assessment of enrollment by breaking down data in an array of ways including ethnicity, gender, age groups, full time and part time, fill rate and section count, overall count districtwide and broken down by modality.

VI. Leavers Survey

Dean David Torres presented the findings of the recent RCCD Leavers Survey. The survey looked at students that are no longer attending RCCD to find information on why they left. About 1100 former students responded out of the 25k that were contacted. Several former students said they would like to come back to RCCD. A small group led by Dean Torres will be formed to look at the survey data in detail with the colleges and formulate outreach efforts. The Survey findings will also be presented to the Board.

VII. Workgroup Updates

a. EduNav

Vice President Kaneesha Tarrant shared an EduNav report and informed that version 5.5.6.1 is currently being tested by content experts and will allow true view only access to counselors to ensure we are maximizing the use of the tool. Two out of the four tools available from EduNav are being used by RCCD; the Smart Plan drives student completion and Insights optimized course offerings. Smart Plan is usually referred to as GPS for students, and Insights is being used by the Institutional Effectiveness department to create dashboards that aids Academic Affairs with the planning of courses based on student Ed Plans. Data is being validated on how EduNav has assisted RCCD with increasing the number of awards and reduced the number of units to degree. Conversations are also delving into the functionality of EduNav and Anthology and the future of the two products for RCCD.

VIII. Other

No other item was discussed.

IX. Future Meeting Dates

The next DEMC meeting is scheduled for November 10, 2022.

Meeting Adjourned: 4:45 pm