

**OFFICE OF THE VICE CHANCELLOR  
EDUCATIONAL SERVICES & STRATEGIC PLANNING****District Enrollment Management Committee**

Thursday, April 18, 2024

Zoom

3:00 pm – 5:00 pm

**MEETING MINUTES****Meeting called to order: 3:00 pm**

**Present:** John Adkins, Anna-Marie Amezquita, Eric Anthony, Majd Askar, Kimberly Bell, Chris Blackmore, Aaron Brown, Ellen Brown-Drinkwater, Shawna Bushell, Steven Butler, FeRita Carter, Chris Clarke, Michael Collins, Sean Drake, Oscar Escobar, Abejar Esmeralda, Carol Farrar, Mark Figueroa, Scott Herrick, Elizabeth Hilton, Jake Kevari, Sandra Martinez, Joumana McGowan, Susan Mills, Bemiller Quinton, Philip Rawlings, Jeff Rhyne, Kaneesha Tarrant, Julie Taylor, Kyla Teufel, Tom Vitzelio, Lynn Wright, Lijuan Zhai

**Absent:** Melissa Bader, Raj Bajaj, Felipe Galicia, Maria Gonzalez, Juan Ponce, Corey Rodgers, Jo Scott-Coe

**I. Approval of Agenda & Minutes**

- a. **Approval of April 18, 2024 Agenda: First:** Carol Farrar, **Second:** Julie Taylor; No abstentions, Approved by consensus.
- b. **Approval of December 7, 2023 Minutes: First:** Jeff Rhyne, **Second:** Julie Taylor; No abstentions, Approved by consensus.

**II. Residency Requirement**

Susan Mills updated everyone that students need to take 12 units within the district to meet residency requirements for a degree. They do not need to take all 12 units at their home college. Units can be taken at any college and students can get a degree from any college where the degree is offered.

1,549 students declared RCC as their home college and received their degrees at RCC. There are 15 students who declared RCC as their home college but got their degrees from NC. There are 24 students who declared RCC as their home college but got their degrees from MVC.

633 students declared MVC as their home college and received their degrees at MVC. There are 3 students who declared MVC as their home college but got

their degrees from NC. There are 12 students who declared MVC as their home college but got their degrees from RCC.

573 students declared NC as their home college and received their degrees at NC. There is 1 student who declared NC as their home college but got their degrees from MVC. There are 12 students who declared NC as their home college but got their degrees from RCC.

These numbers are small, and Susan Mills asked if we should change our current process. Carol Farrar asked if this issue would create a barrier for our students, and Kyla Teufel explained that students choose the college where they want their degrees from when they apply for graduation. Ellen Drinkwater mentioned that students can only apply for their active program in self-service webadvisor, and students should have active programs at their home colleges. Lijuan Zhai mentioned our funding formula is by district, and not broken down into individual college. However, this residency requirement will affect the KPI of individual colleges. Elizabeth Hilton will check on the open consortium agreement and update the committee.

### **III. FTES P2 Update**

Dr. Zhai updated everyone on the FTES P2 report. Our annual credit FTES target is 30,282.01 FTES, and as of now our projected annual credit FTES is 30,286.92. We are on track to meet our credit FTES targets for 2023-24. For non-resident credit FTES, our annual target is 509.5, and our actual FTES is 538.40. We have met our non-resident credit FTES. For non-credit FTES, our annual target is 226 FTES and we are projected to earn 240.02 FTES. We are on track to meet the non-credit FTES target as well. We have a growth of 11.5% for resident credit FTES this year compared to last year. All colleges exhibit impressive growth this year.

### **IV. FTES and BAM**

Carol Farrar would like to know how FTES targets relate to BAM, and if colleges need to set FTES targets for special admits, incarcerated, and CDCP. Aaron Brown explained that each college has one overall target, and how the overall target is achieved or allocated within each college is up to the college. There is an overall target for credit FTES comprising of resident FTES, nonresident FTES, special admit, and incarcerated. There is also an overall target for noncredit FTES comprising of regular noncredit and CDCP. Funding from growth is based on a three-year average and is applied across all credit and noncredit FTES. Aaron Brown suggested a breakdown of all credit and noncredit FTES in Raj Bajaj's FTES update report for better understanding.

### **V. Principles of Enrollment Management**

Steven Butler presented the overall themes of enrollment management principles along with data such as sections count, fill rates, class scheduling, cancellations, waitlist, and success rates. Recommendations from Steven Butler include leveraging technology to support class offering based on student access and needs. Collect and analyze both qualitative and quantitative data to assess student needs, and support student needs with registration, matriculation, and outreach. There was a request for section count by modality and success by

college. Sean Drake was concerned that more online classes are offered compared to face-to-face classes despite lower success rates, especially since we are a face-to-face college. Steven Butler will work on this request and get back to the committee. He suggested qualitative surveys to understand factors impacting student choices and performance.

#### **VI. Department Chair, Enrollment Management & Guided Pathways Retreat on May 3<sup>rd</sup>, 2024**

Lijuan Zhai reminded everyone that the Department Chair, Enrollment Management & Guided Pathways Retreat is scheduled for May 3<sup>rd</sup>, at Moreno Valley Conference Center. She encouraged everyone to RSVP and attend this retreat.

#### **VII. Workgroup Updates**

##### **a. EduNav**

Kaneesha Tarrant updated everyone that a meeting was held on Tuesday, and they were able to see a demo of version 5.6.0. The team will test some of the new functionalities that were shared during that meeting. They will share any issue or concern with EduNav after testing.

##### **b. ERP Update**

Chris Blackmore updated everyone that they are at the final wrap up phase of ETL 5 to get data extracted, transferred, and loaded. Data is taken out of Colleague and put into the new ERP system, and final data delivery will be conducted tomorrow. Anthology will work on testing and validating that data. The project is likely to finish in Spring 2025.

#### **VIII. Other:**

##### **a. FTES Calculation**

Carol Farrar mentioned the Board of Governors Title 5 calculations which eliminated term length multiplier. She asked when we will adopt the new FTES calculation and if colleges need to adjust FTES targets based on this new calculation. Carol Farrar wanted to know if this new calculation can be factored into existing Power BI reports to see where colleges stand regarding the schedules that have been built so far. Lijuan Zhai will talk with Raj Bajaj to see if we can do some computing based on existing and new calculations for the Summer and Fall schedules. Joumana McGowan mentioned we should look at the numbers for Summer and Fall to see if the projections are higher. If they are, we can use the formula for Winter and Spring 2025 schedule productions.

#### **IX. Adjournment**

Meeting Adjourned: 4:32 pm