OFFICE OF THE VICE CHANCELLOR
EDUCATIONAL SERVICES & STRATEGIC PLANNING
District Enrollment Management Committee
Thursday, September 14, 2023
Zoom
3:00 pm – 5:00 pm

MEETING MINUTES

Meeting called to order: 3:01 pm

Present: John Adkins, Anna-Marie Amezquita, Majd Askar, Raj Bajaj, Chris Blackmore, Aaron Brown, Shawna Bushell, FeRita Carter, Chris Clarke, Sean Drake, Felipe Galicia, Elizabeth Hilton, Jake Kevari, Mark Knight, Wendy McEwen, Juan Ponce, Philip Rawlings, Jeff Rhyne, Jo Scott-Coe, Kevin Stewart, Julie Taylor, Kyla Teufel, David Torres, Danny Villanueva, Tom Vitzelio, Lynn Wright, Lijuan Zhai

Absent: Kimberly Bell, Peggy Campo, Michael Collins, Oscar Escobar, Carol Farrar, Maria Gonzalez, Wolde-Ab Isaac, Kaneesha Tarrant

I.   DSPC Committee Structure, DEMC Charge, and Membership
Lijuan Zhai updated everyone on the DSPC committee structure, voting members of DEMC, and DEMC charge. FeRita Carter is concerned that the deans of enrollment services are not voting members of DEMC, and suggested adding deans of enrollment services to DEMC membership. Phil Rawlings mentioned there is no representation of MVC public safety within DEMC membership. Jeff Rhyne will be added as the Faculty Association representative for DEMC.

II.   Approval of Agenda & Minutes
   a. **Approval of September 14, 2023 Agenda: First:** FeRita Carter, **Second:** Lynn Wright; No abstentions, Approved by consensus.
   b. **Approval of May 11, 2023 Minutes: First:** Lynn Wright, **Second:** John Adkins; 3 abstentions: FeRita Carter, Sean Drake, Julie Taylor, Approved by consensus.

III.   FTES update
Raj Bajaj updated everyone that the FTES for Summer 23 has been accounted for, and enrollment is looking good for this year. Moreno Valley College has an estimated 14.7% increase in FTES this year compared to last year. Norco college has an estimated 23.36% increase in FTES this year compared to last year. Riverside City College has an estimated 6.74% increase in FTES this year compared to last year. For non-credit FTES, we are halfway there in reaching the number of targeted FTES for 23/24.

IV.   Principles of Enrollment Management

Lijuan Zhai updated everyone that a Department Chair and Enrollment Management Retreat was held during spring 2023 to develop principles of enrollment management for the district. There was not enough time during this retreat to finish all the tasks, and another retreat is planned for Fall 2023. Tom Vitzelio would like to add an item regarding census on the agenda for the next retreat. Tom mentioned there are conflicting messages on what census date means, and when students should be added and dropped from classes. Raj Bajaj will send guidelines regarding census date to this group.

Jo Scott-Coe informed everyone that ASCCC had documents regarding enrollment management that should be revisited after the pandemic. Felipe Galicia mentioned those documents had not been updated, but he will check if the guidelines provided by ASCCC is applicable for DEMC.

V.   Department Chairs/Enrollment Management/Guided Pathways Retreat on November 3, 2023

Lijuan Zhai updated everyone that planning meetings for the next Department Chair and Enrollment Management Retreat will be held on 9/20 and 9/27 so we can develop agenda items for this retreat. RSVP for this retreat will be sent out to department chairs after the first planning meeting. Please send agenda items to Lijuan Zhai for discussion with the planning group.

VI.   Workgroup Updates

a. EduNav

Lijuan Zhai showed everyone the update regarding EduNav provided by Kaneesha Tarrant. Please contact Kaneesha Tarrant with any question. Chris Blackmore updated everyone that we are moving away from EduNav, and will transition to Anthology around Fall 2024. Technical support and maintenance for Ellucian Webadvisor has been discontinued, and we are forced to migrate to Colleague Solutions in the meantime. There were some issues with the new interface for faculty and students, and he hoped to have a full timeline of this transition before the end of this month.

b. ERP Update

Chris Blackmore updated everyone regarding the ERP project. They are running some validation scripts, and they will deliver this data to Anthology next week. Anthology will check the load process on their side, and if everything looks good, they will start testing the data. They are aiming for 90+% accuracy with the data. Consultants will be on site to work on testing the new software. There are ongoing efforts to work on 30 integration projects on different software, and ERP is on track to go live in 2024. Around 10 years of data will be kept, and all student records will be kept for 10 years.

Tom Vitzelio mentioned about CBCOEI teaching college cohort starting November this year, and technical aspects should be ready for colleges to make the transition into teaching college. There are many technical challenges as they are working towards this November deadline.

VII.   Other
Norco College has two-day event in September, so they were unable to join the next DEMC meeting in September. However, they will join the DEMC meeting in October. Next DEMC meeting is on October 12th, at 3 pm.

VIII.   Adjournment
Meeting Adjourned: 3:41 pm