

Spring 2023

DEPARTMENT CHAIR &

ENROLLMENT MANAGEMENT RETREAT

Friday, April 28, 2023 | Canyon Crest Country Club | 8:00 a.m. – 3:00 p.m.

AGENDA

8:00 – 9:00 a.m.	Breakfast - <i>Optional</i>	
9:00 – 9:25 a.m.	Welcome	Dr. Isaac
9:25 – 9:30 a.m.	Outcomes/Goals of the Retreat	S. Mills
	a. Apply the strategies and tools of the Enrollment Recovery Plan	
	b. Compute FTES, WSCH, efficiency and determine appropriate scheduling changes	
	c. Identify common principles and guidelines of enrollment management	
9:30 – 10:45 a.m.	RCCD Recovery Plan	Ed Services Team
	PRESENTATIONS:	
	a. RCCD Recovery Plan.....	S. Mills
	<i>Plan: RCCD Recovery Plan *</i>	
	<i>Video: RCCD Recovery Plan *</i>	
	b. Leavers Surveys Summary.....	D. Torres
	<i>Video: RCCD Leavers Survey *</i>	
	<i>Video: Statewide Survey summary *</i>	
	c. Noncredit Summary.....	M. Peterson
	<i>Data: Noncredit Survey *</i>	
	BREAKOUT TABLE CONVERSATION	
	1. How is my department/discipline/office using the strategies to recover enrollment? How successful has this been? What additional strategies could my department/discipline/office utilize for enrollment recovery?	
	2. How is my department/discipline/office improving student retention ? What strategies are we using as a department, discipline, classroom level to improve equitable student outcomes ?	
	3. How can my department/discipline better take ownership of its majors in support of student success ?	
	4. How can IT and administration better support scheduling and enrollment management? How do we enhance our systems to support this work?	
10:45 – 11:00 am	Break	
11:00 – 11:15 a.m.	Dashboard Tools: Department/Discipline Data	D. Buitron
	1. How to get to the dashboards	
	<i>FTES Basics*</i>	
	2. FTES dashboard	
	<i>FTES/Enrollment trend by department/discipline</i>	
	3. Student Headcount Dashboard	
	<i>Student Demographics</i>	
	4. Majors Dashboard	
	<i>Know your students</i>	
	5. EduNav Dashboard	
	<i>Course Demand</i>	

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11:15 a.m. – 12:15 p.m.	Scheduling Practices Activity Examine past course schedules <i>Spring 2023 course schedule by department and disciplines within departments</i>	J. Parks
	BREAKOUT: <ol style="list-style-type: none">Given a typical course CAP in your discipline, what is the maximum potential FTES/FTEF that your department/discipline/college could achieve?How can chairs, deans, and VPs etc. work together to build efficiency?What schedule changes will your department/discipline/college make based on the discussions today? <i>FYI: three Monday holidays for spring 2024</i>	
12:15 – 1:15 pm	Lunch	
1:15 – 2:30 p.m.	Common principles and guidelines for enrollment management TABLE BREAK OUT AND GROUP DISCUSSION: <ol style="list-style-type: none">Common principles for enrollment managementImplications for guided pathwaysHow to work together across the district (e.g., waitlists, home college)What additional questions need to be answered to improve enrollment management and student success?	M. Bader P. Campo A. Amezcuita J. Adkins S. Mills
2:30 – 2:45 p.m.	ERP Update	C. Blackmore
2:45 – 3:00 p.m.	Updates/Other/Closing	Dr. Isaac S. Mills All

* **Materials provided ahead of the retreat. Please come prepared to discuss.**