

**Office of the Chancellor  
RCCD Enrollment Management Committee**

Thursday, December 18, 2016  
CAADO, Conference Room 209  
3:00-5:00pm  
Minutes

**Meeting called to order: 3pm**

**Present:** AnneMarie Amezquita; Melissa Bader; Raj Bajaj; Michael Burke; Aaron Brown; Peggy Campo; Chris Carlson; Peggy Cartwright; Mark DeAsis; Diane Dieckmeyer; Darren Dong; Dyrell Foster; Beth Gomez; Nathaniel Jones; Wendy McEwen; LaTonya Parker; Rolando Regino; Mark Sellick; David Torres; Robin Steinback; Scott Tracey

**Absent:** Jim Buysse; Heather Edberg; Melody Graveen; Chris Rocco; Kathleen Sell; Sal Soto

**Guest:** Kevin Mayse; Johanna Vazquez

**Approval of Agenda and Minutes- 1<sup>st</sup>** L. Parker / **2<sup>nd</sup>**? / **Abstain:** R.Bajaj; M. Burke; P. Campo; K. Mayse; W. McEwen

**Introduction of new IT AVC- C. Blackmore**

**Discussion Items**

**FTES Action Plans- R. Bajaj**

Moreno Valley- shared their revised adjusted targets for the year. Recommend to review summer and fall and adjust accordingly.

Norco and Riverside- are working on increasing winter and spring targets.

No significant change in Nov and Dec between the estimated FTES.

P1 is due January 15<sup>th</sup>.

Requested to make the over/under schedule report available to each college at time of schedule built.

**District- A. Brown**

Need to start thinking of 17/18 targets.

Estimated 600-700 FTES in growth.

**RCC- F. Carter/ W. McEwen**

As new classes are being added, they are communicating with students via e-mail, to let them know of new classes being offered.

Internally, looking at all the ways students are getting the information and making sure they have all the resources needed.

Looking at reshaping the master schedule to fully utilize classes on least effective times and days.

**MOR- R. Steinback/ D. Foster**

Presented revised FTES chart and action steps to address FTES deficit.

Analyzing scheduled to make sure classes offered are available.

Guaranteeing the courses that are part of an Associate degree for transfer.

Added General education courses.

Consider year round application for students.

Need a system that connects student education plans to schedule development.

**NOR- D. Dieckmeyer/ B. Gomez**

As of today, enrolled FTES is 596.

Know how many FTES each section will bring at schedule development.  
Working with marketing firm to guide on better riding content, promote in radio ads, social media.  
Looking at room utilization and reconfiguration.

**Update on Student Survey- P. Cartwright/ D. Torres**

Survey was sent out to the students who applied but did not enroll in SUM/FALL (17,068) 946 survey responses received so far.

40% of the students completed all the steps to enroll, yet didn't enroll in classes.

Of the students asked if they are planning to attend another college, most did not.

From the ones asked if they were planning to come back in the spring, approximately 450 students expressed interest in enrolling for spring.

Will contact the students who did not go anywhere and try to find out the reason why they didn't.

**c. Update on Open Campus- R. Regino**

Focus is on: student success, faculty support and faculty training.

DE conference will be held at the COIL building on 04/21/17

Will add new staff for 17/18 (two Course Designers) and an Ed. tech trainer to begin in fall as outside consultant.

By spring 2017, the 24 Pilot colleges will be able to do a full course exchange and have access to the full LMS.

Initiating a course pilot for winter to test the transition to Canvas.

**d. Update on Spring Schedule- D. Dong**

XML file formatting is complete, which fixed some of the schedule outline issues.

With the current workflow, the time it takes to receive the XML data from IT to publishing the data is about 10 minutes vs. several weeks.

Will meet with IDS to see what else they would like in the process.

If a change needs to be made, prior to Census, Web services needs to be notified to update. If it is after Census date, a manual correction will need to be made.

**e. Update on Vice Chancellor Search- M. Burke**

Search process is concluding. If successful, finalist start date could be in February.

**Meeting Adjourned: 5pm**

**Next Meetings: February 16, 2017; March 16, 2017; April 20, 2017; May 18, 20117**