

**OFFICE OF THE VICE CHANCELLOR
EDUCATIONAL SERVICES AND STRATEGIC PLANNING
DISTRICT ENROLLMENT MANAGEMENT COMMITTEE**

Meeting Minutes from Thursday, November 21, 2019

CAADO, Conference Room 209

3:00-5:00 pm

MEETING MINUTES

Meeting called to order: 3:03 pm

Present: Melissa Bader, Raj Bajaj, Christopher Blackmore, Aaron Brown, Quinton Bemiller, Michael Collins, Carol Farrar, Rebecca Goldware, Nathaniel Jones, Mark Knight, Samuel Lee, Carlos Lopez, Wendy McEwen, Susan Mills (Chair), Kyla O'Connor, Jason Parks, Thea Quigley, Jeff Rhyne, Kaneesha Tarrant

Absent: AnneMarie Amezquita, Mark DeAsis, Kristine DiMemmo, Darren Dong, Jennifer Floerke, Dyrrell Foster, Wolde-Ab Isaac, Sheila Pisa, Mark Sellick, David Torres, Art Turnier, Chip West

- I. **Approval of Agenda:** 1st R. Bajaj 2nd J. Parks
Approval of Minutes: **September** – 1st W. McEwen 2nd J. Rhyne, **Abstentions:** H. Edberg, and N. Jones
October – 1st C. Blackmore 2nd W. McEwen, **Abstentions:** H. Edberg

II. **SCFF – Supplemental and Success Metrics Update**

Vice Chancellor, Aaron Brown asked Financial Aid to provide updates for each of the colleges:

- **Norco College:** Norco hired a part-time outreach specialist. We are trying to get as many students as possible to complete financial aid on the front end.
- **Moreno Valley College:** Moreno Valley also hired a part-time outreach specialist in Financial Aid to specifically target special group populations. We are seeing a large percentage of students who have not applied for financial aid. We are up 10% on Pell numbers.
- **Riverside City College:** Riverside City is working to target students in need of financial aid by creating workshops or targeted interactions for these students.

a. **Legislative Oversight Committee**

The Legislative Oversight Committee is looking at Perkins and Pell to determine what metric to use for the Student Centered Funding Formula. Colleges that have less Pell recipients are trying to change the metrics. The higher income districts are benefiting from the supplemental which is why we are seeing adjustments to the metrics. The Legislative Oversight Committee is making their recommendations based on their charge which includes first-generation for fiscal year 2020-2021.

III. **FTES Updates: 2019-2020**

Raj Bajaj, Dean, Educational Services shared the FTES numbers with the colleges. Numbers may change between now and end of term after the district office submits for P1. Positive attendance will bring numbers up, the breakout details will be sent out to the Committee.

| CREDIT RESIDENT FTES by Term 2019-20 | | | | | | | | | | | | |
|--------------------------------------|---------------|---------|--------------------------------|----------------|------------------------------|-------------------------------|------------------|-------|----------------------------|------------------|-----------|-------------------------|
| Credit Resident FTES | Target Summ19 | Summ 19 | Difference from Target Summ 19 | Target Fall 19 | Est. Fall 19 as of Nov. 18th | Difference from Target Fall19 | Target Winter 20 | Win20 | Diff from target Winter 20 | Target Spring 20 | Spring 20 | Annual College Target** |
| MVC | 654.48 | 694.84 | 40.36 | 3054.24 | 3193.41 | 139.17 | 581.76 | | | 2981.52 | | 7272 |
| NC | 650 | 654.91 | 4.91 | 3250 | 3248.26 | -1.74 | 554 | | | 2912 | | 7366 |
| RCC | 1429 | 1488.29 | 59.29 | 7387 | 7327.4 | -59.6 | 1670 | | | 6733 | | 17219 |
| District | 2733.48 | 2838.04 | 104.56 | 13691.24 | 13769.07 | 77.83 | 2805.76 | | | 12626.52 | | 31857 |

MVC:

Resident Credit FTES adjustments

ADJ-C1D-22937: 29.72 acctd in Summ 19

ADJ-B1B-22921: 84.37 accounted in Fall 19 (SUMM TO FALL) PLUS

ADJ-R1B-22949: 9.04 ACCTD for in Fall 19 (SUMM TO FALL) PLUS

ADJ-R1C-22945: 12.67 acctd for in Fall 19 (SPR TO FALL) PLUS

ADJ-B1B-25734:123.82 acctd in Fall 19 (SUMM TO FALL) PLUS

ADJ-B1B-28952:108.95 to be acctd for in Spr 20 (FALL TO SPR) MINUS

ADJ-C1D-28967: 43.2 to be acctd for in Win 2019 (FALL TO WIN) MINUS

ADJ-R1C-28932: 14.75 to be acctd for in Spr 20. (FALL TO SPR) MINUS

EMS-91-25657: 19.44 (SUMM TO FALL)

TBA compliance to be adjusted.

Raj: Ext 8979

a. Noncredit/CDCP

Vice Chancellor, Susan Mills discussed some of the concerns and challenges for evaluators in awarding noncredit program certificates. Thea Quigley, Executive Director, Adult Education & Community Initiatives discussed the IT Noncredit Workgroup that is working to tackle these issues. As it stands, a grade scheme cannot be assigned to a noncredit course which is creating the current awarding issues. Problems are also occurring with entering courses that do not have a grade scheme into Colleague. The district Instructional Support Coordinators are working with IT to find a solution. Members of the Committee voiced the need to offer a letter grade for noncredit courses, particularly courses that are mirrored. If these changes are implemented it may be necessary to revise related Board and Administrative Policies.

Targets are currently set for noncredit as a lump sum. The Committee discussed setting separate targets within noncredit. The Colleges will need to provide targets for CDCP. The district currently has 3% growth for noncredit within the strategic plan for the next 5 years. The Committee discussed the paper application process still in place. The Marketing team for the Noncredit Workgroup will be meeting next week and can discuss this, we need to offer another option to apply that does not inquire about the student's residency.

IV. Workgroup Updates

a. A&R Timelines for Academic Year 2020-2021

Vice Chancellor, Susan Mills discussed the timeline drafts for Norco and Riverside City College. The dates on the drafts varied between the two colleges as the scheduling for each term is based on registration and the enrollment windows. Once the date for priority registration is identified, the remaining dates can be solidified.

b. Schedule/Catalog Timeline & Workgroup

The first day of priority registration will need to be identified. The Committee discussed various possibilities for the date based on obligations to publish 30 days prior to the start of registration.

- Priority registration for summer/fall will be May 4th
- Priority registration for winter/spring will be November 2nd

Heather Edberg, Instructional Support Coordinator discussed the idea of convening a workgroup that will tackle catalog related issues as they come. The Committee agreed to the idea and will provide Heather with a list of staff and faculty that should be included in the workgroup.

c. AB 705

Vice Chancellor, Susan Mills discussed the question raised by Jeff Rhyne, Professor, English at the last meeting regarding the utilization of WebAdvisor to gather information on why students drop. The Committee discussed having a survey either through WebAdvisor or EduNav and consequently a phone call, email, or text to the student as a follow-up to completion of the survey.

d. EduNav

Vice President, Student Services, Kaneesha Tarrant provided an update on EduNav. There is a necessity for internal work so changes can be made for the summer/fall registration. Students are getting into the system a lot sooner than they did during the last registration period. A week is not a sufficient amount of time for students to familiarize themselves with the EduNav prior to registration. We are working with EduNav to fix some of these issues. We are also working with EduNav toward improvements for the student interface by building the educational plans with the counselors.

V. Other

a. Schedule Lite

Some of the issues that occurred with the Schedule Lite have been resolved. IT is actively looking at making adjustment to pre-requisites.

b. Meeting Dates

The Committee agreed to not meet during the month of December meeting unless there is an urgent matter to discuss.

Meeting Adjourned: 4:34 pm