

OFFICE OF THE VICE CHANCELLOR EDUCATIONAL SERVICES & STRATEGIC PLANNING

District Enrollment Management Committee

Thursday, March 24, 2022 – SPECIAL MEETING

Zoom

2:30-3:30 pm

MEETING MINUTES

Meeting called to order: 2:32 pm

Present: AnnaMarie Amezcuita, Melissa Bader, Raj Bajaj, Quinton Bemiller, Christopher Blackmore, Chris Clarke, Jamie Clifton, Torria Davis, Mark DeAsis, Kristine DiMemmo, Felipe Galicia, John Geraghty, Maria Gonzalez, Elizabeth Hilton, Samuel Lee, Carlos Lopez, Sandra Martinez, Susan Mills, Jason Parks, Jeff Rhyne, Christopher Sweeten, Kaneesha Tarrant, Kyla Teufel, David Torres, Tom Vitzelio, Lynn Wright, Lijuan Zhai

Absent: Esmeralda Abejar, John Adkins, Eric Anthony, Majd Askar, Aaron Brown, Michael Collins, Darren Dong, Kevin Fleming, Rebekkah Goldware, Wolde-Ab Isaac, Jake Kevari, Jeannie Kim, Vigil Lee, Mark Sellick, Chip West,

I. Approval of Agenda & Minutes

- a. **Approval of March 24, 2022 Agenda:** 1st K Tarrant, 2nd S. Lee; No abstentions
- b. **Approval of March 10, 2022 Minutes:** 1st S. Lee, 2nd K. Tarrant; No abstentions

II. Multi-term Registration

At the last DEMC meeting, consensus was to keep the multi-term registration coupled for Summer and Fall with reconsideration depending on the outcome of the Board of Trustees meeting on March 15th. Since the Board voted to remove Booster mandate, DEMC has no objections to keeping registration coupled.

III. Mixed Modalities

The feedback colleges received from faculty is to engage in sound enrollment management practices and start small, sections will be added based on student learning demand with use of the waitlist system.

Other feedback was shared regarding concerns over losing student trust; consistency in messaging was suggested. The confusion is when there are classes that change due to enrollment concern versus COVID concerns. DEMC recommends informing faculty so they may to help with consistent messages directly to students and not throwing each other under the bus by explaining enrollment changes consistently.

High school feedback informed that next year's audience is likely to be different as incoming high school students are unhappy they had to do two years of high school online, but we have a vaccine mandate that may be a limiting factor.

IV. FTES Targets 2022-23

Associate Vice Chancellor Lijuan Zhai presented recomputed FTES targets for next year based on the recommendations received by DEMC using a five-year average from 2017/18 to 2021/22. These will be used to start and revised as needed. For Non-resident FTES target calculations, it was recommended to reduce the presented calculations by an additional 10%. With the Noncredit Strategic Plan moving through the vetting process and presenting an opportunity for growth, we can begin setting reasonable targets for Noncredit FTES with assistance from Michael Peterson, the new Executive Director.

V. Other

a. Noncredit Strategic Plan

The RCCD Noncredit Strategic Plan has been presented to several leadership constituency groups receiving positive feedback overall; the plan will be presented to District Academic Senate next. There are some outstanding operational questions that we are trying to get answered, such as faculty load and course caps. While the plan does not delve into those details, they are important as we grow and increase current offerings. Several disciplines have expressed a lot of interest in developing Noncredit courses and certificates.

b. Registration for Summer and Fall

i. Vaccination

Based on new IT registration rule for Summer and Fall, students may be able to register without vaccination if they can be fully vaccinated before start of class. Computed dates for each vaccination were written out for Spring term; the process may be needed again for Summer term. This item can be discussed further at VPSS, A&R, IT meeting.

- ii. **Juneteenth** –Adding the observance of the new holiday to Summer 2022 term will require adjustment of dates for enrollment, such as census dates, and last day to add. The preset IT dates will require IDs to rebuild sections and that a big undertaking and leaves a lot of room for error. It was requested to have IT look at adjusting all the dates in global.

VI. Future Meeting Dates

Thursday, April 14 from 3-5 pm

Thursday, May 12 from 3-5 pm

Meeting Adjourned: 3:26 pm

DRAFT