

Enrollment Management Committee (EMC) Minutes

September 26, 2024

1:00 P.M. to 2:00 P.M. in CC 231

Administrative Co-Chair	Emmanuel (Manny) Mourtzanos	Present
Faculty Co-Chair	Dillon Giblin	Present
Classified Co-Chair	Lysander Ramos	Present
Dean of Instruction	Jennifer Jett	Present
Dean of Student Success and Counseling	Marisa Marquez	Absent
Director of Enrollment Services or designee	VACANT	
Outreach Administrative Representative	Ashlea Ward	Absent
Early College Administrative Representative	Tyler Thoms	N/A
Rural Initiatives Administrative Representative	Bryan Rodriguez	Present
Director of Institutional Effectiveness	Sooyeon Kim	Present
Rising Scholars Program Representative	VACANT	
BC Southwest Administrative Representative	Leo Ocampo	Present
Agriculture	VACANT	
Allied Health (HEIT/RAD/RSPT)	Crystal Rodriguez	Absent
Applied Science and Technology	VACANT	
Art	VACANT	
Behavioral Sciences	VACANT	
Biological Sciences	VACANT	
Business Education	Michael Ivey	Absent
Communication	VACANT	
Counseling	Tori Furman	Present
Education	William Chapman	Present
Engineering & Information Technologies	VACANT	
English	VACANT	
English for Multilingual Students (EMLS)	Elizabeth Rodacker	Absent
Family & Consumer Education (FACE)	Paul Burzlaff	Absent
Foreign Language/American Sign Language	VACANT	
Industrial Technology	VACANT	
Kinesiology, Health & Athletics	Carl Dean	Present
Library/Academic Technology	Alex Rockey	Present
Mathematics	VACANT	
Nursing	VACANT	
Performing Arts	Brian Sivesind	Absent
Philosophy	VACANT	
Physical Sciences	Nick Strobel	Present
Public Safety Training Programs	VACANT	
Social Sciences	Edward Borgens	Absent
Adjunct Faculty Representative	VACANT	
Classified Representative	Sarah Valenzuela	Present
Classified Representative	VACANT	
Student Representative	Samantha Felix	Present

GUESTS

- **Angie Caudillo, Jackie Lau, Jacob Rodriguez**

I. CALL TO ORDER

- **The meeting was called to order at approximately 1:01 P.M.**

II. ROLL CALL

III. ADOPTION OF THE AGENDA

- **A motion was made to adopt the September 26, 2024 Agenda; M/S/C: Rockey/Ocampo.**

IV. APPROVAL OF THE MINUTES

A. Approval of the Minutes from September 12, 2024

- **A motion was made to approve the minutes from the September 12, 2024 meeting; M/S/C: Dean/Kim.**

V. UNFINISHED BUSINESS

A. Review of Committee Charge and Proposed Revisions [ACTION]

- **A motion was made to approve the proposed revisions to the Committee Charge; M/S/C: Rockey/Furman.**

B. Review of Committee Membership and Recruitment of Vacant Positions

- **The Co-Chairs will continue to recruit members from respective constituency groups to fill vacant positions on the Committee with the understanding that a call by the Academic Senate will be required to fill faculty positions.**

C. Establishing Quantitative and Qualitative Goals for 2024-2025

- **The following items were discussed.**
 - **Assess Finish Fast.**
 - **Create a glossary of SEM-related terms.**
 - **Monitor the effects of AB 928 particularly as they relate to Counseling.**
 - **Deliver presentations concerning enrollment management efforts by the College to various groups.**
 - **Provide individualized support to Departments for data-informed decisions.**
 - **Create a list of resources for Departments concerning enrollment management.**
- **The following questions were posed.**
 - **Can Student Education Plans, Banner, and Starfish coordinate to predict course offerings to meet student demand?**
 - **What evidence do we want to show concerning 8-week course offerings?**
 - **What initiatives are moving forward?**

- Given that persistence declined during the pandemic, how can we further analyze adult-learner fluctuations and further support any other populations that have been disproportionately impacted?
- Can the registration process be streamlined?

VI. NEW BUSINESS

A. Committee Picture

- A photo of the Committee was taken and will be posted on the EMC website.

B. Tableau Training and Capabilities

- Tableau training sessions will likely be held for individuals obtaining a license. Training sessions on the public Tableau Dashboard will likely be held for groups instead.

C. Discussion of EMC Subgroup for Finish Fast

- A motion was made to tailor every other meeting of the EMC in the 2024-2025 academic year for the assessment of Finish Fast and 8-week course offerings to provide a recommendation on Finish Fast and 8-week course offerings by the end of the academic year; M/S/C: Jett/Strobel.

D. Data Collection and Proposed Timeline for Finish Fast

- This item was tabled.

E. 2024-2025 Committee Goals

- This item was tabled.

VII. ADJOURNMENT

- A motion was made to adjourn the meeting; M/S/C: Strobel/Mourtzanos.

VIII. NEXT MEETING – October 10, 2024