

## Enrollment Management Committee Meeting

January 23, 2020

1:00 pm to 3:00pm

Ocean Campus - R518

Attendees: Edie Kaeuper (Chair), Wynd Kaufmyn (Co-Chair), Denise Selleck, Monika Liu, Kit Dai, Pam Mery, Cynthia Dewer

### 1. Review and approve December minutes

- It was clarified that Wynd Kaufmyn and Denise Selleck both expressed discomfort that the EMC, department chairs, Academic Senate, and other faculty were not part of the conversation when Tom and Edie were instructed by the Chancellor to remove 13% of the spring schedule.
- It was clarified that any questions and concerns need to be presented at the EMC meeting in person.
- It was agreed by the committee to accept all format changes in the minutes document - Oxford commas notwithstanding.
- The December minutes along with the amendments were approved by the committee.

### 2. Enrollment committee recommendations for wait list.

No information was discussed for this agenda item

### 3. Enrollment committee recommendations for department budgets

- Edie briefly touched on Courseleaf. It is a new scheduling software. It will replace the current tool that has been used for the last ten years. It was heavily vetted by a committee that eventually chose it. The target is for it to be used for summer scheduling. She pointed out that other colleges plan two years out and that should be a goal for CCSF.
- Edie presented a draft of a flowchart for Fall and Spring 2020 giving an illustration of a possible schedule development process for the Academic Year (summer, fall, spring). It maps out a collaboration between Deans and Chairs, the EMC, the administration, and the Budget Committee.
- There is a Deans and Chairs meeting on February 6th. They will be broken into groups and will be given an exercise to allocate 1200 FTEF across the entire curriculum (both credit and non-credit) based on what they consider priority. The data from that exercise will be brought back to the EMC. The idea behind the exercise is to try to elicit a bigger buy-in into the scheduling process as outlined on the flowchart. Concern was expressed that some areas might not show to the meeting
- Edie next presented a spreadsheet titled "FTEF Budgets Summer of 2020 Summary". The spreadsheet is the result of Edie and Tom meeting with individual chairs, except for counseling, but that department remained on the list because of student success classes for those on academic probation. It captures both credit and non-credit requests from each department as well as requests from SFUSD. SFUSD will receive funding for credit recovery, cohorts, high school (dual enrollment). Credit Recovery does happen in the fall and spring, but the summer has a much larger enrollment. Also, it is a fiscally important program to the college. OLAD wasn't on the spreadsheet because there isn't an FTES for the summer.
- Edie confirmed there is \$2 million dollars budgeted for the summer 2020, and 55.5 FTEF were allocated based on the recommendations of the group from the December meeting, but she wanted to bring the summer budget back to the committee to confirm.

- The PGC Budget Committee is supposed to send the EMC an instructional budget for 2020-21. Once the budget has been presented, and all of the data from the Deans and Chairs is accumulated, the committee will begin the discussion on how to distribute the funds.
- More time is needed to determine priorities for FTEF budgeting, and we need more voices at the table.
- The Academic Calendar is late, and the need for it sooner rather than later was stressed.

#### **4. Possible Extra Funding**

- If there is additional FTEF above the 55.5, where should it be prioritized? Edie wants direction from the EMC where to put it.
- There were suggestions to better present the data:
  - Remove departments that didn't ask for credit/non-credit funding
  - Have a master list and separate tabs for areas being considered for additional funding
  - Compare what a department asked for versus the percentage they received. That could be a way to prioritize allocation.
- Pam Mery brought up what criteria will be used for distributing funds - fairness/percentage, and need (English/Math). What about student population? Do we consider the students from SFSU who take classes in the summer and what do they typically take, and is that a priority?
- It was brought up that there is a possibility CCSF could receive \$2.7 million from the city to restore the classes that were cut in November. The EMC should recommend that the administration and the BOT be proactive in accepting and using the funds to restore the Spring 2020 schedule.
- Edie - SFSU are not our usual students. Most of the classes taken in the summer are courses like English, math, and the G.E.s.

#### **5. Priorities for extra funding**

- There was some discussion of priorities for extra funding, but there wasn't a clear consensus what those should be but these areas were brought up:
  - Math, English, the science
  - Look at historical data from last summer could be helpful
  - Center enrollment

These notes cover the focus of the EMC meeting.