

## Enrollment Management Committee Meeting

October 1, 2020

1 - 3 pm via Zoom

### MINUTES

**Committee Members Present:** Geisce Ly (Chair), Monika Liu, Gregoria Cahill, Wynd Kaufmyn, and Edgar Torres

**Committee Members Absent:** Angelica Campos, Denise Selleck

**Resource Members Present:** Pam Mary, Cherisa Yarkin, Elizabeth Coria, Cynthia Dewar, and Leslie Milloy

**Alternates Present:** Kit Dai, Monique Pascual, Simon Hanson, Joseph Reyes, and Steven Brown

**Guests:** Abigail Bornstein, Alexis Litzky, Darryl Dieter, Fanny Law, Ingrid Farnbach, Marie Osborne, and Sheri Miraglia

**Future meetings this semester:** 1 - 3 pm on October 15<sup>th</sup>, November 19<sup>th</sup>, and December 17<sup>th</sup>

No.	Item	Discussion/Outcome	Follow up/Individual Responsible
1.	Welcome and Introductions	Geisce reminded the committee about the meetings dates/times this fall.  Committee members, alternates, resources, and guests introduced themselves.  Moment of silence for Dana Galloway♥	NA
2.	Approve Agenda	MSP: Agenda Approved	NA
3.	Committee Members and Alternates	Membership was reviewed.	NA
4.	Elect Co-chair	MSP: Wynd Kaufmyn was elected as faculty co-chair	NA
5.	Committee Purpose	<ul style="list-style-type: none"><li>Viewpoints about College committees were shared. Perception of disrespect and lack of meaningful contribution. Intent to shift that for 2020-21.</li><li>EMC will use MicroSoft Teams to store information.</li><li>Items that will be discussed will be sent to EMC before the meeting for review.</li><li>Members reviewed the EMC <a href="#">Committee Purpose</a>.</li></ul>	NA
6.	Board Goals	See below.	
7.	Identify 3-5 Objectives for this Committee	<ul style="list-style-type: none"><li>Cherisa shared the presentation that she delivered to the PGC in September to invite input about potential EMC objectives, and summary request by the PGC.</li><li><a href="#">Standing Committee Objectives for 2020-2021</a></li><li><a href="#">Summary of 2019-2020 Committee Evaluation</a></li><li><a href="#">Presentation Slides from PGC Meeting (9.17)</a></li><li>Committee discussed objectives (<i>Add suggestions from Chat</i>)</li><li>Proposed objectives for EMC 2020-21</li><li>Possible Objective: Identify student demand for courses. Ensure that the schedule of classes is aligned with the mission of the college.</li></ul>	Members asked to put possible objectives in the Chat

		<ul style="list-style-type: none"> <li>• Possible Objective: To identify enrollment priorities and guiding principles to guide budget decisions</li> <li>• Possible Objective: Noncredit had a very well established and organized pre-registration process that took place in the classrooms when we met face to face. We need to update this process in the virtual format</li> <li>• Possible objective: To identify enrollment priorities and guiding principles to guide budget decisions</li> </ul>	
8.	Enrollment Report	<p>Committee discussed the Multi-year Enrollment Outlook excerpt and made observations (Note: Post document along with minutes for this meeting)</p> <ul style="list-style-type: none"> <li>• Discussion about economy and impact on enrollment</li> <li>• Data needs to include noncredit</li> <li>• Sections are not included in this report</li> <li>• Registration impact on enrollment</li> <li>• Request for more data specific to City College</li> <li>• Student demand for sections-in what areas and at what times?</li> <li>• Student promised that they will be able to finish the programs they started</li> <li>• Section cancellations-process</li> <li>• Structure and process are key for noncredit students given CCSF's procedures and processes</li> <li>• EMC needs to be proactive planning for 2021-2022.</li> <li>• Recommendations made by EMC last year and link to the budget</li> <li>• Need for clear priorities, guiding principles and a process</li> <li>• Discussion about in-person registration in fall and spring. Preparations and planning are taking place with SFDPH recent change in limits</li> <li>• Lost focus on programs. Which people support which programs? List of programs. Which classes are part of the programs?</li> <li>• Need to address the enrollment system to get students registered and into classes</li> </ul>	
	Meeting Summary	<ul style="list-style-type: none"> <li>• Goal of the committee was summed up by Geisce.</li> <li>• Request: Can we look at enrollment data of number of sections, what was scheduled in spring and fall? (Simon will send previous spreadsheet to Pam)</li> <li>• Spring 2021 schedule is based on 1200 FTEF for 20-21 year.</li> </ul>	Pam

Comments from the Chat? Add Chat Comments? (All Attendees)