



Enrollment Management Committee

1:00 pm - 3:00 pm on November 19, 2020

Zoom: <https://cccconfer.zoom.us/j/98580482964>

MINUTES

Attending Members: Geisce Ly (Admin Co-Chair), Wynd Kaufmyn (Faculty Co-Chair), Monika Liu, Gregoria Cahill, Denise Selleck, Luisangela Marcano Gonzalez, Chandra Edelstein, Colin Hall, and Aurelien Drai.

Resource Attendees: Pamela Mery (Resource), Leslie Milloy (Resource), and Rosie Zepeda (Resource).

Alternate Attendees: Monique Pascual, Simon Hanson, Joseph Reyes, Steven Brown, Vaishali Jogi, Arlette Marcial, and Jeevan Rijal.

Guests: Tom Boegel, Edie Kaeuper, Carole Meagher, Darryl Dieter, Johnathan Polanco Hernandez, Fanny Law, Janey Skinner, Vinicio Lopez, Jill Yee, Diana Garcia-Denson, Elaine Avrus, Denah Johnston, Mitra Sapienza, Olga Galvez, Lancelot Kao, Irma Romero, and Darlene Alioto.

Future meetings this semester: 1 – 3 pm on December 17th

No.	Item	Discussion/Outcomes	Follow up/Individual Responsible
1.	Welcome	The meeting will be recorded.	Geisce/Wynd
2.	Approve 10/29 Minutes	Approved without corrections	Geisce/Wynd
3.	Approve Agenda	Approved with modifications	Geisce/Wynd
4.	Multi-Year Budget and Enrollment Plan Next Steps	VCAA Boegel presented the <i>Instructional Budgeting and Schedule Development Process</i> document (the document was emailed to members on November 17, 2020) as a guide in the schedule development process. He is asking for feedback from EMC on the elements of the process and the factors that will be part of that process in building instructional budgets. In the past EMC has made recommendations about budgeting prioritizations. He reviewed the, <i>Instructional Budgeting and Schedule Development Process</i> document as a potential process for determining instructional budgets for the next academic year. The goal of the document is to make clear who is making what decision. The intent is for the EMC to come to a consensus about what the process should look like understanding that from a timeline perspective, with instructional budgets needing to be identified by the end of January/early February. The document was live edited by VC Boegel based on EMC feedback.	

		<ul style="list-style-type: none"> Committee Discussion on the document and the plan: The need to attach goals to the document; The need to reflect on past enrollments and schedules in order to decide on corrective actions; Identify the metrics or rubrics to determine increases or decrease in instructional budgets; Past FTES goals have been unrealistic. Future goals need to be realistic, using current data and tying to the EMP; The College has shifted from semester instructional budget planning to yearly planning. VC Boegel said that we will continue to provide instructional budgets for fall and spring on an annual basis; We need to work with the State to fund us appropriately; We need to plan for the future more instead of providing an exit plan; The Plan needs to do more for NC and invest more in marketing/outreach, we can bring up the numbers; NC ESL will lift everyone else up; This is time sensitive so that deans and department chairs can begin 2021-22 schedule planning. Department chairs are willing to do the necessary work; All attendees were encouraged to share their ideas and thoughts; In the past we have tried to put everyone in one room, like putting EMC and the Budget Committee in one room-this causes more frustration. Rather than doing this together, the Office of Instruction can ask for information (for example from budget) that is not within the purview of Academic Affairs. Define other costs and considerations. <p>VCAA Boegel asked for the EMC’s endorsement of the <i>Steps and Budget Considerations</i> sections of the <i>Instructional Budgeting and Schedule Development Process</i> document as an identified process in establishing instructional budgets for 2021-22.</p> <p>VCFA al-Amin visited the EMC to introduce himself.</p>	
5.	Discuss Data and Process	<p>Dean Mery shared the data that will be used in the instructional development budget process. In October there was a request to add data into a pivot table. She demonstrated the breadth and depth of the data; going back between the detail and summary level. For example, enrollment data is broken down by department including FTES, FTEF, and productivity. Within each department there is the fill percentage, average enrolled, subject level, location data, day and time, instructional mode, average census enrollment, etc. There are many ways to drill down. It may be important to the EMC to document the idiosyncrasies such as PE/Dance’s large caps. This data demonstrates the work that has been done over the last month to month and a half.</p> <ul style="list-style-type: none"> Committee Discussion: Recognition of Dean Mery’s work to provide the EMC with data that is meaningful and digestible. Joe Reyes asked that anyone present in this zoom would like additional data, please send both of them the request and they will do their best to include that information. 	

		<p>Dean Mery is open to training those interested in learning how to understand the data. This could happen at a future EMC meeting.</p> <p>This data is a first step to be able to establish instructional budgets for 2021-22 and support the deans and chairs in schedule development.</p>	
6.	Joint EMC-BC Meeting	Geisce will talk with the Chair of the Budget Committee about a joint EMC and BC meeting. Save the date for Tuesday, December 8 th from 1-3 pm. He will email the EMC to confirm.	

Meeting adjourned at 2:59 pm