

PBC Strategic Enrollment Management Committee

MEETING MINUTES

Wednesday, December 12, 2018

Building 8 - Room 110

9:00 – 10:00 a.m.

Present: Tammy Robinson, Max Hartman, James Carranza, Dayo Diggs, Marisol Quevado, Hyla Lacefield, Jeanne Stalker, Jamillah Moore, Karen Engel, Myra Arellano, Leonor Cabrera, Lezlee Ware, Mary Concha-Thia, Paul Naas, Ruth Miller, David Reed, Adam Windham

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| **Agenda Item** | **MINUTES** |
| **Review of SEM Committee**   * Sharing data and progress on the [ERM website.](https://canadacollege.edu/prie/enrollmentmanagement.php) * Meeting Schedule for spring 2019 * Timeline | The Committee agreed to meet every other week during the spring semester, 2019 and to meet during the first hour of Cabinet, 9-10 a.m.  *Dean Engel to schedule the meetings.*  Our process should include regular report outs to participatory governance committees.  *In January, PRIE to bring baseline data to enable the discussion of goal-setting.* |
| **Guided Pathways and Enrollment Management**  (see IEPI crosswalk)   * Compare current SEM strategies with Quality Focus Essay, *I CAN Start Strong* plan * Compare SEM to other High Impact Practices * SEM activities v. Guided Pathways activities | Possible areas of focus that would complement the work of the Guided Pathways teams: scheduling and program mapping. Should the SEM work on this? Understand (working with counselors) what is in place right now.  JC: We do schedule in silos (the GP meta majors group has already discussed this). Chris Rico and Soraya Sohrabi have started this conversation there. Their guiding principles are: put students’ needs first, reduce the number of units students accumulate on their way to a degree or certificate.  MH: Counselors are and should be involved. And yet, they don’t know everything at the course and section level. Tap the expertise of the Welcome Center. Ruth Miller could ID overlapping petitions.  Shall we do the Guided Pathways mapping first? Is that our priority? AW: The GP meta majors group will help ID pathways. JC: once pathways are set, we can build a better schedule.  Student Focus Group results help (MQ). Can we do focus groups with alums? (LC). HL: Results show that student ed goals do help characterize their issues and needs.  Pathways mapped to student goal types is the work to do.  AW: where is the topic of how counseling will be impacted by GP conversation happening? RM: Business Process group addressing this somewhat.  Chris Rico will work across the GP teams.  Should we take Physics and Engineering out of the unit accumulation averages? That it takes more than 60 units to complete is out of our control (it’s a CSU/UC issue) |
| **Maintaining an Equity Lens**   * Considering disaggregated distance education course success data | Dean Engel reviewed disaggregated course success rate data. |
| **Distance Education**   * Degrees or Certificates offered 100% online | Dean Engel reviewed the DE data.  Discussion: Is there demand for an online proctoring center? How would it impact hybrid classes? TR will find out.  LW; District DEAN in spring 2019 moving to “Proctoris” online for consistency.  LC: we could create a consortium (regional) re testing for online courses. TR and LC will come back with more information on this.  Impact of increasing DE on campus climate: HL: is our headcount stable? Are the number of students walking around the same? Each person just taking fewer units? We need to understand this as it impacts our supports and student groups we might shape.  Do we want to grow more degrees that are 100% online? Why would we do it? Do departments “own” the degrees that are online?  LW: What’s our timeline to completion? Skyline working to launch a DE plan for dcertificates and degrees online and getting commitments from departments with the timelines necessary to complete each pathway.  Should we be working as a District in terms of where the students take the online courses?  LM: UC/CSU approving online classes to fulfill AP courses? To help students meet A-G requirements?  LC: Lets look at the new Business Adminsitration Certificate – the pilot data showing 12 months to completion.  PN: Video Game Design should be doable online in 2 years.  Let’s come back and do a whole session on DE – what our plan is and why. |
| **Next Steps & Items for Future Meetings** | * Schedule next semester’s meetings: KE * Bring back baseline data: KE * Pathway mapping: come back on how the GP groups are doing this and impact on counseling and scheduling * Do a whole session on DE and explore issues related to degrees and certs 100% online (why? Which?); collaborating as a District on this; demand for proctoring online course exams; impact of DE on the number of students on campus and our student support structures. |
| **ADJOURN** |  |