

Crafton Hills College

Enrollment Management Committee

Minutes

Date October 20, 2011

Members

Bahner, Daniel
Colvey, Kirsten
Contreras, Amber
 Harrison, Gloria (eo)
 Hegde, Raju
 Hogrefe, Richard
 Marshall, Cheryl
 Moore, Alisa
Jenna Nunez
Paddock, Ericka
 Rippey, Scott (eo)
Warren-Marlatt, Rebecca
Wurtz, Keith
 Yamamoto, June

Mission Statement: The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

Vision Statement: The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.

Institutional Values: Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes, October 6, 2011		Jenna Nunez' name added to the distribution list
Meeting schedule, proposed revision to once per month	The group agreed to revise the meeting schedule to once per month. More frequent meetings as per master calendar to be held on an as-needs basis.	Committee will meet the third Thursday of each month.
<p>Progress on Communication Plan?</p> <p>Goal 1, Objective 1.1: Identify systemic dropout/stop-out points for CHC students so that effective interventions can be designed and implemented. Keith will bring a set of questions re: Goal 1, Obj. 1.1.</p> <p>Goal 2, Objective 2.3: Improve student access to services by revising campus and organizational processes. Robert Brown, RWM, Kirsten, Laura Winningham, work group for 2.3</p> <p>Goal 2, Objective 2.4: Increase student retention and success by implementing strategies that are supported by evidence. Keith will provide a summary of research-supported best practices for 2 and 3</p> <p>Goal 3, Objective 3.1: Implement research-supported best practices to increase certificate and degree completion, and support existing practices that are shown to support success.</p> <p>Goal 4, Objective 4.1: Develop programs and services to help transfer students define and reach their goals. Counseling and Title V staff will need to collaborate with Instruction on this goal</p>	<p>Keith provided a written proposal for Objectives 1.1 and 2.4. The proposal defined the cohort, outcome measures and their definitions, possible dropout/stopout points, and researching factors that mitigate dropout/stopout. Keith asked the group for input and feedback. Keith proposed that he focus on Goals 1 and 2 before tackling goal 3.</p> <p>Kirsten volunteered to take the lead on Objective 4.1.</p>	<p>Keith will add placement in Basic Skills class and Financial Aid ineligibility to the list of possible stop-out points. He will add early assessment prior to taking a course to the list of strategies to help students reach each progress metric.</p>

Amendment to communication plan	There were no reports. Ericka reminded the group that a PowerPoint was to be developed to ensure a common message is given to the various constituencies.	RWM will work on a PowerPoint
Amendment to agenda: Registration priorities	Rebecca reported Joe Cabrales asked the Enrollment management committee to consider requests from groups to consider revision of priority registration. For example, the Honors program has asked for a higher registration priority for Honors students. There was discussion about the process the group would use. It was agreed a set of criteria would be developed and that recommendations would be sent to Crafton Council for approval.	RWM will notify Joe Cabrales of the committee's decision.
Information Item, 3-year Productivity by Program	Keith walked the committee through a glossary of instructional terms such as FTES, WSCH, FTEF, Census Day, etc. The goal is to develop an appropriate level of understanding of instructional productivity language, and to enable full participation in discussions about enrollment-related issues.	The group will continue to discuss enrollment and to gain knowledge of enrollment related information and data.
Adjournment		