

# Crafton Hills College

Date December 15, 2011

## Enrollment Management Committee

### Agenda

#### Members

**Bahner, Daniel**  
**Colvey, Kirsten**  
**Contreras, Amber**  
Harrison, Gloria (eo)  
**Hegde, Raju**  
Hogrefe, Richard  
Marshall, Cheryl  
Moore, Alisa  
Jenna Nunez  
Paddock, Ericka  
Rippy, 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, November 17, 2011		Approved as written
PowerPoint for Communication Plan, Progress to date (reports)	The group reviewed and approved the PowerPoint presentation. Rebecca piloted the presentation with Chairs Council on Dec. 2 <sup>nd</sup> . Chairs will take on Objectives 4.2: Develop and implement an effective scheduling plan to ensure transfer curriculum can be completed in two years.; 5.1: Implement best practices for maintaining effective levels of instructional productivity and efficiency.	

<p>Progress on Goals</p> <p><b>Goal 1, Objective 1.1:</b> Identify systemic dropout/stop-out points for CHC students so that effective interventions can be designed and implemented.</p> <p><b>Goal 2, Objective 2.3:</b> Improve student access to services by revising campus and organizational processes. <a href="#">Robert Brown, RWM, Kirsten, Laura Winningham, work group for 2.3</a></p> <p><b>Goal 2, Objective 2.4:</b> Increase student retention and success by implementing strategies that are supported by evidence. <a href="#">Keith will provide a summary of research-supported best practices for 2 and 3</a></p> <p><b>Goal 3, Objective 3.1:</b> Implement research-supported best practices to increase certificate and degree completion, and support existing practices that are shown to support success.</p> <p><b>Goal 4, Objective 4.1:</b> Develop programs and services to help transfer students define and reach their goals. <a href="#">Counseling and Title V staff will need to collaborate with Instruction on this goal</a></p>	<p><b>Keith will have a report in January for the committee</b></p> <p><b>Rebecca, Raju, Joe, and Kirsten have met to discuss the identification of stop out points in SS processes and the removal of redundancies in our system. The methodology used in the district examination of business and HR processes may be useful in this project.</b></p> <p><b>Amanda has completed this project.</b></p> <p><b>Tabled</b></p> <p><b>Kirsten reported the counseling and Transfer staff are meeting regularly. Counseling staff are expected to attend transfer training, which will be incorporated into the training of all new full time and adjunct counselors. Daniel pointed out there is money in the Title 5 grant for professional development.</b></p>	<p><b>Keith will provide a report at the next meeting.</b></p>
<p>Enrollment language and data, continued discussion (case study)</p>	<p><b>Keith has prepared a presentation on enrollment language and data. When it is complete he will share it with the committee.</b></p>	
<p>Adjournment</p>	<p><b>2 p.m.</b></p>	