

Crafton Hills College Enrollment Strategies Committee Minutes

Date: August 21, 2017

Time: 1 p.m.

Location: CCR 233

Present:	Kathy Bakhit, Co-Chair✓ Denise Allen✓ Larry Aycock✓ T.L. Brink Robert Brown✓ Joe Cabrales✓ Kirsten Colvey✓ James Grabow✓	Donna Hoffmann✓ Herberth Jaco Mark McConnell✓ Patricia Menchaca Ericka Paddock✓ Floyd Simpson Mark Snowwhite✓ Evan Sternard	Mike Strong✓ Rebecca Warren-Marlatt✓ Sherri Wilson✓ Dan Word✓ Keith Wurtz✓	Visitors: Robert McAtee Ernesto Rivera Veronica Lehman✓ Joanna Quejada✓ Kathy Wilson✓
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes from May 15, 2017	The minutes were approved by consensus as well as the chart that was developed for examining our processes for improving enrollment. The chart will be updated as we evolve.	
Committee Co-Chair	Kathy asked if anyone was interested in co-chairing the committee. This will be discussed at the next meeting.	Elect a Co-Chair
Update and Next Steps: <ul style="list-style-type: none"> Scheduling practices: Targets, history, costs, FTES forecasts, tracking trends, planning meetings, student input loop, building closures, and packaging (9 week Spring Schedule dates) 	Introductions were made. <ul style="list-style-type: none"> Scheduling processes <ul style="list-style-type: none"> Working with Deans and Chairs to provide clearer information regarding, FTE target and units Use preliminary schedule to forecast FTES. How the schedule transpired over time (low enrollment, waitlists) Developed a Student Input Loop <ul style="list-style-type: none"> Students give feedback as to what classes they need. This is monitored by Keith Wurtz. As a result, additional English and Math sections were added to the fall schedule. Looking at packaging sections to target certain groups for late start nine week session. For example: <ul style="list-style-type: none"> CSU students that were turned away. Marketing has sent out a flyer. 	

<ul style="list-style-type: none"> • Positive Attendance • Distance Education • Guided Pathways • Partnerships: Welfare to Work • Dual Enrollment • Non-Credit Courses • Amazon • New courses and programs (example: ESL) 	<ul style="list-style-type: none"> - Talk to Rejoice Chavira regarding working with the County to provide Workforce Readiness classes to students entering the Welfare to Work Program. The non-credit classes that were approved by the Curriculum Committee last year were approved as a pilot through the Academic Senate on a provisional basis. At the time the courses were approved, we did not have a support structure for non-credit courses and courses were approved without proper vetting. A Non-Credit Committee is being convened to address some of the concerns. In order for the courses to be offered again, the courses will have to go through the curriculum process and receive approval from the Curriculum Committee. - EOPS/CalWorks students are also interested in credit programs such as Psychology and Social Work. It was mentioned that we have credit classes in Computer Information Systems and Business Administration that could be packaged to fulfill the need of non-credit courses. • Positive Attendance <ul style="list-style-type: none"> - A group got together over the summer on an emergency basis to track missing positive attendance forms. If hours are not reported for a class section, the college cannot claim apportionment. More conversation is needed to prevent this from happening in the future. • Distance Education <ul style="list-style-type: none"> - Denise Allen continues as the Distance Education Coordinator - Denise reported the following: Crafton is doing well with Canvas and polling of students is positive. 	
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	<p>More faculty are interested in teaching online and a couple of courses are in the queue for DE addendum approval.</p> <p>This year's focus will be on working on the major sheets to determine which courses a student can take over two years in an online format.</p> <p>Quest a Canvas based product – Preparation for Online Learning was added to the website to help students succeed in online classes.</p> <p>72 courses are currently approved for DE. This is an area that we can grow to help reach our enrollment target.</p> <ul style="list-style-type: none"> • Guided Pathways <ul style="list-style-type: none"> - A group met on August 3, 2017 to discuss Guided Pathways and what they mean. The four pillars of guided pathways were reviewed. - An action plan with steps and a timeline were proposed from the workshop. The Committee will review the handout and discuss it at the next meeting. <p>This was an initial conversation, more conversation needs to take place for campus buy in.</p> • Dual Enrollment <ul style="list-style-type: none"> - We are working to clarify the goals of the program as well as the operational aspect of the program to ensure that the college and high schools are on the same page. Joanna Quejada will present a written draft of the goals at the next meeting. - Mark McConnell requested information on student success rates. A report was compiled last year by Keith Wurtz. He will update the information with the end-of-year updates and present it at the next meeting. 	<p>Student Success Pathways Planning handout will be emailed to the committee</p> <p>Joanna will provide Dual Enrollment Goals</p> <p>Keith will present Student Success Rates for Dual Enrollment</p>
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	<ul style="list-style-type: none"> - Deans are working with Faculty Chairs to develop a list of approved courses to be offered at the high schools. Once the list is complete and approved by Chairs Council it will be forwarded to Academic Senate. - Deans are also working with Chairs on the operational aspects such as hiring faculty and textbooks. - The gaps will need to be addressed at Chairs Council. To improve communication, it was suggested that Kathy attend more Chairs Council meetings as a guest. It was also suggested that counselors should be included in the dialog because they are the pathway experts. <ul style="list-style-type: none"> • Non-Credit Courses <ul style="list-style-type: none"> - If there is extra money from the District, it was suggested to hire a grant writer and/or a consultant for the non-credit program to build an infrastructure, guide the process, and implement the program. <ul style="list-style-type: none"> a. Develop pathways with Yucaipa Adult School b. Work with Emma Diaz to develop curriculum based on their student's needs - Student will go through the CCC apply process - Unanswered questions <ol style="list-style-type: none"> 1. Fees? 2. Registration (regular or manual)? 3. If registration is done manually, do we have the resources? 4. What is our scope? Are we going into parenting, citizenship, etc.? c. SBVC is currently offering non-credit classes through the Economic Development and Corporate Training (EDCT) d. Convene a Committee to discuss creating pathways for credit and non-credit courses • New Courses and Programs <ul style="list-style-type: none"> - ESL Viability Study Just received from Gary Williams • Amazon <ul style="list-style-type: none"> - Will be discussed at the next meeting 	<p>List of Courses Approved by Chairs Council</p> <p>Page 4 of 5</p>
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Student Success Pathways Planning	Will be discussed at the next meeting	
Goals for the Year	Will be discussed at the next meeting	
Next Meeting: Monday, September 18 at 1 p.m. in CCR 233		
<p>Mission Statement : The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p>Vision Statement: Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p> <p>Institutional Values: Crafton Hills College values academic excellence, inclusiveness, creativity and the advancement of each individual.</p>		