

# Crafton Hills College

## Enrollment Strategies Committee

### Minutes

**Date: October 16, 2017**

**Time: 1 p.m.**

**Location: CCR 233**

**Charge:** The Enrollment Strategies Committee develop, reviews and monitors progress on the Enrollment Strategy Plan.

<b>Present:</b>	<b>Kathy Bakhit, Co-Chair✓</b> <b>T.L. Brink, Co-Chair✓</b> Denise Allen✓ Larry Aycock✓ Robert Brown✓ Joe Cabrales✓ Kirsten Colvey James Grabow	Donna Hoffmann✓ Herberth Jacob✓ Mark McConnell✓ Patricia Menchaca✓ Ericka Paddock Floyd Simpson Mark Snowwhite✓ Evan Stenard	Mike Strong✓ Rebecca Warren-Marlatt Sherri Wilson✓ Dan Word Keith Wurtz	<b>Visitors:</b> Ben Gamboa✓ Veronica Lehman Robert McAtee Joanna Quejada Ernesto Rivera✓ Kathy Wilson
-----------------	--	---	---	--

TOPIC	DISCUSSION	FURTHER ACTION
Approval of Minutes from October 2, 2017	<p>The minutes were approved with corrections.</p> <p>In an effort to reduce waste, copies of the agenda, minutes, and handouts will not be available at meetings. It was recommended that you print a hard copy for yourself or use a laptop/tablet to access electronic copies. The information will also be displayed on the screen.</p>	
Dual Enrollment	<p>Dual Enrollment has been on previous agendas but due to time constraints was never discussed.</p> <p>The framework of the conversation centered around the current status of the effort, background, and next steps for moving forward.</p> <p>Background History of Dual Enrollment:</p> <ul style="list-style-type: none"> <li>Lack of direction</li> <li>No vision for what the program is supposed to accomplish for high school students</li> <li>No faculty input regarding courses being offered</li> </ul> <p>In Response to Concerns:</p> <ul style="list-style-type: none"> <li>Dual Enrollment is a component of Enrollment Strategies</li> <li>Kathy and Joanna met with Faculty Chairs on course recommendations and course sequences</li> <li>Developed list of recommended courses</li> </ul>	

Dual Enrollment – Continued	<ul style="list-style-type: none"> <li>• Administration met with superintendant regarding expectations.</li> <li>• Change in leadership at RUSD has delayed long-term planning</li> </ul> <p>Joanna prepared a draft of the Dual Enrollment Report for the period of August 2016 to May 2017. Vetting is still planned by Academic Senate and other constituencies on campus.</p> <p>The operational group is working out the details that take place before a student sets foot in the classroom. These items are addressed in a calendar at the end of Joanna's report.</p> <ul style="list-style-type: none"> <li>• Which courses to offer</li> <li>• Times to offer courses</li> <li>• Staffing courses</li> <li>• Orientation</li> <li>• Application/Registration</li> <li>• Promoting courses</li> <li>• Buying textbooks</li> <li>• Transporting textbooks</li> <li>• Etc.</li> </ul> <p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Formalize goals</li> <li>• Develop program maps</li> <li>• Resolve orientation issues</li> <li>• Resolve textbooks issues</li> <li>• Develop an annual scheduling plan</li> <li>• Increase enrollment</li> <li>• Assessing different stages of the process</li> <li>• Should we offer Distance Education classes/Non-Credit classes?</li> <li>• Need Point of Contact <ul style="list-style-type: none"> <li>- Music classes were cancelled and Mark McConnel, the Faculty Chair, and Dean were unaware of the cancellation</li> </ul> </li> <li>• Need a transitional plan. Joanna's contract will be ending soon</li> <li>• Look at Public Safety Academy in San Bernardino. Mark Snowwhite has been taking care of this contract. It is not part of the dual enrollment agreement with the high schools.</li> </ul> <p>The committee approved the recommendation to Crafton Council to hire a faculty member to develop a Dual Enrollment Plan with input from Joanna Quejada and Mark Snowwhite.</p>	<p><b>Recommendation to Crafton Council to hire a faculty member to develop a Dual Enrollment Plan with input from Joanna Quejada and Mark Snowwhite</b></p>
-----------------------------	---	--

<p>Creating Guided Pathways Teams</p>	<p>Under the framework of Guided Pathways, Kathy shared a sample of a program map from Mt. San Antonio College. A program map is a sequence of courses that lead to a degree (first semester, second semester, etc). Wildcards are used for electives (choose three courses from x, y, or z). Courses in a pathway are recommended not required.</p> <p>Ernesto clarified that the counselors did not develop the Heath Sciences Pathway. The pathway was built based on what already existed for Cal State universities.</p> <p>The committee recommends scheduling a Campus Retreat with discipline experts and counselors to build program maps and discuss GE patterns.</p> <p>Based on labor market data, Business and Child Development are top areas in terms of growth.</p> <p>Transfer Pathways</p> <ul style="list-style-type: none"> <li>• CSU GE Breadth</li> <li>• CSU GE Breadth (Online Degree)</li> <li>• IGETCI</li> <li>• Dual Enrollment</li> </ul> <p>CTE Pathway</p> <ul style="list-style-type: none"> <li>• Lead to a specific job</li> </ul>	<p><b>Send sample of program map to committee</b></p> <p><b>Schedule Campus Retreat to build program maps</b></p>
<p>Enrollment Strategies Plan</p> <ul style="list-style-type: none"> <li>• Review Institutional Data and Educational Master Plan</li> </ul>	<p>Will be discussed at another meeting.</p>	
<p>Four Priorities</p> <ol style="list-style-type: none"> <li>1. Retention</li> <li>2. Active Management of Schedule</li> <li>3. Partnerships</li> <li>4. Innovation</li> </ol>	<p>Will be discussed at another meeting.</p>	
<p>Future Agenda Items: 11 Initiatives</p> <ol style="list-style-type: none"> <li>1. Active Management of Schedule</li> <li>2. Retention</li> <li>3. Outreach/Partnerships</li> <li>4. University Partnerships</li> <li>5. Marketing</li> <li>6. Program Viability</li> <li>7. Scheduling Practices</li> <li>8. Section Wait Lists</li> <li>9. Section Management</li> <li>10. Innovation</li> <li>11. Advancement, Grants, Foundations, Cutting Expenditures</li> </ol>		

**Next Meeting: Monday, November 20, 2017 at 1 p.m. in CCR 233**

**Note: We will not be meeting on Monday, November 6 due to a schedule conflict. Managers will be attending a Leadership Academy at the District.**

**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.

**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.

**Institutional Values:**

Crafton Hills College values academic excellence, inclusiveness, creativity and the advancement of each individual.