

Crafton Hills College
Enrollment Management and Student Success Committee
Minutes
September 12, 2012

Present: Raju Hegde, Joe Cabrales, Kirsten Colvey, Larry Aycock, Karen Childers, Sherri Wilson, Debbie Bogh, Dean Papas, Keith Wurtz, Sam Truong, June Yamamoto, Jonathan Townsend, Karen Peterson

1. Welcome and Welcome Back.
Jonathan Townsend volunteered to mentor the student representative when one is assigned to the committee.

Karen Peterson agreed to serve as scribe.

2. Review of 2011-2012 Activities
The Left Lane Project is underway and seeing great participation.

A standing sub-committee has been created specifically to focus on Learning Communities. Daniel Bahner will be stepping away from leading this sub-committee and there needs to be a new faculty member to take his place. A counseling component has also been added to the Learning Communities.

3. Planned Activities for 2012-2013
This committee has oversight over the BSI budget and will need to consider the purpose of those funds in the decision-making process.

Enrollment Management Plan—Keith Wurtz will present a summary PowerPoint at the next meeting. The purpose of Enrollment Management committee was primarily recruiting, which is not needed at present. The decision to combine the Enrollment Management and Student Success & Engagement committees was made by Crafton Council because both committees were working on the same types of activities, often with the same people. Combining committees allows members to broaden the scope with fewer meetings, etc. This committee will still report and make recommendations to the Crafton Council.

4. Budget Review
BSI allots \$90,000 annually from the State for Student Success Initiatives for development students. We have defined Developmental Students as those who are below the 100 level in Reading, English, Math or any combination of the three. This committee may allocate BSI funds as it sees fit.

Raju explained that we have three years to spend BSI allocations and that the plan is to work one year behind the allocation so that there is always a one year window to plan in the event that we no longer receive the allocation. There is still \$24,000 remaining from AY 2010-11. Orientation has spent \$14,000, which leaves an additional \$10,000 in addition to the \$90,000 we will be spending this year from the 2011-12 allocation.

Question: How much will we receive in the 2012-13 allocation?

Answer: The amount of \$90,000 has been consistent since the inception of the BSI.

Professional Development possibilities

- English, Reading and Math faculty should consider attending the Student Success Conference in San Jose. Professional Development funds may be available.

- o English and Reading faculty will attend a training meeting at Cerritos College.

5. Merging of SSE and EM: Discussion of charge, direction, and structure.

Question: Last year a form was created for BSI fund requests. Is it still in use?

Answer: The form was never used. There are restrictions on what the funds may be used for. Raju would like the committee to determine how to disperse them. Keith explained that the purpose of the funds is to focus on creating a plan to help students succeed.

One goal of this committee is to move to meeting once per month. Will try to get there next term, but it might need to wait until next year.

When looking at funds and the broader focus of the committee, there are many possibilities that open up.

Keith explained that BSI funds used for professional development activities are acceptable for transfer-level courses too when conferences/workshops include components of coordinating basic skills classes with transfer level coursework.

Raju said that BSI funds need to be used specifically for basic skills students.

Kirsten discussed the Read and Write Gold Program which allows students to scan texts electronically and listen while the program reads to them. Especially beneficial for ESL and DSP students. This increases comprehension of material. Kirsten would like to offer training for faculty on this program since we already have a site license to use it.

Keith will be sending a presentation on the Enrollment Plan to committee members.

6. Enrollment Management Issue/Late-adds Discussion

There has been some talk of reducing the add period from two weeks to one week after classes have begun. If this committee formalizes a proposal, it should be sent to the Academic and Student Senates for input before going to Crafton Council.

Keith provided research highlighting late-adds and student success rates. The average passing rate is lower the later a student adds into a course. This study from the Office of Research and Planning does not include enrollment status, but does include registration priorities and shows no significant difference in pass rates based on priority level.

(Chart included.)

Sherri Wilson brought up the issue of the Wait List and said that, if used, this will have a huge impact on courses starting.

Larry Aycock said they are piloting the Wait List program at Valley with English classes and plan to roll out more next semester. One potential issue is the fact that there is no board policy requiring instructors to use the Wait List to prioritize which students will be allowed to add their classes.

Keith said the Wait List may impact data about student success rates in relation to adds.

Kirsten said there are opportunities for this committee to strategize how to identify late adding students and focus on helping them be more successful.

Sam asked if orientation is mandatory. Not currently, but it will be.

Sherri said changing the late-add period is an issue that needs to go to the Academic Senate.

Raju said that it can go to the Senate, but that we need to answer the question of how to prepare students to be successful in their classes regardless of when they register for them. It will take at least a semester to determine how to make this work.

Sherri asked if the late-add period change will need to happen district-wide. The answer is no, not exactly. However, this may require a change in policy that would apply to the whole district.

It was determined that this late-add change does not likely fall under the 10+1, but that it should be sent to Academic Senate for input. Keith should bring research showing the correlation between passing rates and add dates, but that the proposal should be presented by a faculty member.

Raju said that this committee's role is to determine how to make this work if the late-add date is changed.

Kirsten also said that registration priority levels will be changing because the state is mandating that all community colleges use the same priority system. Some allowances will be made to individual colleges and districts.

This item will be placed on the agenda for the next meeting for further discussion. In the meantime, committee members are being asked to think about what pieces need to be put in place to make this change (shortening the late-add period) successful. Please bring suggestions to the next meeting.

7. Future Agenda Items:
Any additional agenda items should be sent to Raju.

There will be a state BSI report due in October.

This committee is scheduled to meet on the 2nd and 4th Wednesdays opposite Academic Senate. Please try to recruit more faculty to serve.

After a brief discussion of changing the meeting time, it was determined to leave the meeting dates/times the same at present.

The next meeting will be Wednesday, September 26 at 3:00pm.

Respectfully submitted,
Karen Peterson