

# Enrollment Strategies Committee - Minutes

**Date: May 1, 2023**  
**Time: 1:00 p.m. – 2:30 p.m.**  
**Location: CCR 233**

## Members:

☒ Keith Wurtz, VPI Chair  
☒ Natalie Lopez, Faculty  
☒ Willie Blackman, Stu. Serv. Dir.  
☒ TL Brink, Faculty  
☐ Guest: Ola Sabawi

☐ Jimmy Grabow, Faculty  
☒ Andrew Guevara, Faculty  
☒ Kristina Heilgeist  
☐ Mariana Macamay, Faculty  
☐ Michelle Riggs, Director  
☐ Ernesto Rivera, Faculty

☒ Giovanni Sosa, Dean IERP  
☒ Delmy Spencer, VPSS  
☐ Mike Strong, VPAA  
☐ Diana Vaichis, CSEA Rep  
☒ Dan Word, Inst. Dean  
☒ Guest: Leslie Swindell  
☒ Guest: Luke Bixler  
☒ Guest: Anthony White  
☒ Guest: Joe Cabrales

## Action Items

Item, Presenter, Time	Minutes	SD#	SEG#	Proposed Action
April 3, 2023, Minutes, Keith Wurtz, 5 min		6		Review minutes at next meeting.
Review Self Service, which is replacing Web Advisory, Luke Bixler, 20 min	<p>Luke provided updates and timelines. We will not have to generate add codes anymore. Faculty need to be trained on how to do this.</p> <p>Self Service Training September – December 2023</p> <p>Planned launch is spring 2024.</p> <p>Luke and Joe to come to the next meeting on the 15<sup>th</sup> to show us screen shots of what the new program will look like to students.</p>	1,4,5	3	<p>Keith to provide training at adjunct orientation.</p> <p>Keith to talk to Meridyth and Natalie about this. Give update on AS on Wednesday.</p> <p>Luke and Joe to attend the next meeting on the 15<sup>th</sup> to share what the new program will look like to students.</p>
Review the Technology Plan, Anthony White, 20 min	Anthony White reviewed goals and supporting strategies technology plan. Reviewed goals 1-5	1,4,5,6,7	1,2,3,4	Provide input on the plan in relation to Enrollment Management
QFE: Review of Labor Market Analyses for Paralegal, Physical Therapy Assistant, Phlebotomy, and LVN, 20 min, Keith Wurtz		1,4,5,6,7	1,2,3,4	Review at next meeting.
Review <a href="#">current outreach and marketing</a>	Delmy and Willie provided updates. No updates from Michelle.	1,4,5,6,7	1,2,3,4	Michelle to provide an

<a href="#">strategies</a> , 15 min, Delmy Spencer and Michelle Riggs				update at the next meeting.
Update on SEM accomplishments, Keith Wurtz and Delmy Spencer, 20 minutes		1,4,5,6,7	1,2,3,4	Review at next meeting.
QFE: Update on the Drop Reasons Survey, Keith Wurtz, 5 min		1,2,6,7,	2,3	Review at next meeting.
Update on two-year schedule implementation process, Keith Wurtz, 5 minutes		1,4,5,6,7	3,4	Review at next meeting.
QFE: <a href="#">Enrollment Dashboard</a> , Keith Wurtz, 5 min		1,4,5,7	3	Review at next meeting.
QFE: Marketing / Outreach Update, Michelle Riggs / Willie , 5 min		1,4	3	
Career and Academic Pathways Update, Jimmy Grabow / Keith Wurtz / Gio Sosa / Delmy Spencer, 5 min		1,2,3,4,5,7	2,3,4	Gio will be submitting the Guided Pathway workplace to Academic Senate and Crafton Council.
Review and update the Enrollment Strategies Plan, Keith Wurtz, 30 minutes		1,4,5,6,7	3,4	Review at next meeting.

<i>Enrollment Strategies 2022-2023 Committee Accomplishments</i>		
Topic	SD#	SEG#
Currently working final steps of implementing the drop reasons survey	1,2,6,7,	2,3
Currently working on the Scheduling Guiding Principles	1,4,5,6,7	3,4
Completed and implemented the Summer 2023 Interest Survey	1,4,5,6,7	3,4
Completed and implemented the Fall 2023 Interest Survey	1,4,5,6,7	3,4
Currently working on the Program-Course Matrix	1,4,5,6,7	3,4
Currently working on developing a two-year schedule	1,4,5,6,7	3,4
Currently working on reducing the percentage of cancelled sections to 5% or less	1,4	3

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**Mission Statement:** The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

**Vision Statement:** To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

**Institutional Values:** We rely on the following values to support our vision and mission:

- Respect: To champion active listening and open dialogue within our community.
- Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

#### **STRATEGIC DIRECTIONS**

- |  |   |                                |
|--|---|--------------------------------|
| 1. Promote Student Success               | 4. Expand Access                              | 7. Develop Programs + Services |
| 2. Build Campus Community                | 5. Enhance Value to the Surrounding Community | 8. Support Employee Growth     |
| 3. Develop Teaching + Learning Practices | 6. Promote Effecting Decision Making          | 9. Optimize Resources          |

#### **STUDENT EQUITY GOALS**

1. Create a research agenda to analyze and understand disproportionate impact.
2. Promote high engagement teaching, service, and support throughout the college
3. Create clear pathways to promote completion and success.
4. Create cohorts and student communities to promote learning and success.

#### **ENROLLMENT STRATEGIES COMMITTEE CHARGE**

The Enrollment Strategies Committee primary focus is to sustain long-term student success and access by:

- Using qualitative and quantitative data to inform recommendations
- Evaluating on-going enrollment trends, activities, and initiatives
- Initiating research on scheduling at the department and division levels
- Developing, reviewing, and monitoring progress toward strategic enrollment planning goals
- Support the development and implementation of guided pathways
- Assessing, evaluating, and making recommendations for student support strategies to enhance student access, success, persistence, and goal attainment
- Supporting equity and inclusion in our decision-making

#### **ENROLLMENT STRATEGIES COMMITTEE NORMS**

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.
- We will operate on consensus and seek agreements all can “live with;”
- We will make decisions based on clear information.

- We will bring closure to decisions.
- We will support committee recommendations.
- We will accept the fact that there will be differing opinions.
- We will use the best interest of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.
- We will stay focused on topics under the charge of the committee
- We will report back to and seek input from constituents
- We will work to support equity and inclusion in our decision-making