



Enrollment Management Committee
1:00 pm - 3:00 pm on November 18, 2021
 Zoom: <https://ccsf-edu.zoom.us/j/91362426740>

DRAFT MINUTES

Members Present: Geisce Ly, Monika Liu, Carole Meagher, Edgar Torres, Dawn Mokuau, Juan Fernandez, Arlette Marcial Santana

Alternates Present: Hakan Kaya, Steven Brown

Resource Support: Cynthia Dewar, Pamela Mery, Lisa Cooper-Wilkins

Guests Present: Tom Boegel, Darryl Dieter, Simon Hanson, Fanny Law

No.	Item	Discussion/Outcomes	Follow up/Individual Responsible
1.	Welcome	Geisce noted the Spring 2022 EMC meeting dates (2/17, 3/17, 4/21, and 5/19). The first meeting is scheduled on 1/27 instead of 1/20.	
2.	Approve October 21 st Minutes	Steven motioned, Edgar seconded. Approved by committee.	
3.	Approve Agenda	Steven motioned, Carole seconded. Approved by committee.	
4.	Marketing Strategies Ad Hoc Committee	This committee report was tabled to the next meeting.	
5.	Data Analysis Ad Hoc Committee	<p>The Data Analysis Ad Hoc Committee (aka “Data Miners”) met recently to discuss some new data that might be useful for departments—especially for program review although not exclusive to program review. The group reviewed an outcomes overview under development which would expand beyond the standard outcomes data of degrees and certificates to potentially include CTE units completed and transfer. While one option is to show the numbers for these outcomes/completion metrics over time, the ad hoc group provided feedback that additional context would assist with interpretation. One possible context is to simply provide overall enrollment data alongside the outcomes data, but other possibilities are being explored as well.</p> <p>The ad hoc group also reiterated interest in data that might provide a clearer window into course demand. CCSF does not have a data warehouse for storing historical waitlist data;</p>	Revisit waitlist discussion

		<p>however, a preliminary look at fall 2021 snapshots shows relatively small numbers of students on waitlists. Admittedly this is difficult to interpret since fall 2021 is a pandemic semester. It might be useful to look further back at historical waitlists, if feasible. Actual waitlists are wiped from Banner once classes start, it's possible that they might be painstakingly recreated through the transactional history that is maintained on Banner. We're looking into the feasibility and utility of this possibility.</p> <p>Members of EMC asked questions about waitlist caps. While section-level caps are universally set at ten, many sections have no students on waitlists. Moreover, many courses have combined waitlists in single digits—even when looking at all sections in aggregate. If more sections/courses start reaching capacity, caps might be worth revisiting. That said, raising caps might disadvantage students by encouraging them to wait on long lists rather than enroll in open classes. Other options for looking at demand could be explored.</p>	
6.	Instructional Budgeting and Schedule Development Process	Continuing this conversation, we have two drafts for the committee's consideration. The first one is the original version that was initially shared back in November 2020; the second is the modified version with more specifics. Steven, Edgar and Joe will discuss this matter at the next Department Chair Council meeting to seek recommendation and report back.	Revisit at next meeting
7.	Student Support Strategies Ad Hoc Committee	Lisa highlighted several tasks and projects that the Division of Student Affairs are working on. They are developing a referral system, and will be conducting a demonstration of this on Maxient. Important to connect students with resources to provide them with the help they need. Moving forward with degree audit. Continuing to make improvement with registration and working with IT. Will hold registration events at Ocean and centers. Communicating with students about COVID Safety Campaign. Planning how to return to campus and the centers regarding core student support services. Will invite students to get their perspectives on how things are going so that we could better address their needs. Planning for Unity Day.	
8.	Enrollment Update	Tom shared a PowerPoint titled Fall 2021 Enrollment Update with the committee. This is the same PowerPoint he shared with the Board on 11/16. In general, CCSF and almost every community college in California are experiencing an enrollment decline. A few highlights include: (1) Enrollment has declined with regard to headcount, resident FTES, FTEF, and FTES/FTEF ratio; (2) Total credit headcount is now at 18,000 compared to 25,000 in Fall 2019; (3) Top 10 subjects by FTES all have declined; (4) Top 20 courses by FTES have declined as well except for ENGL 1AS, ECON 1, CDEV 53, and BIO 112; and (5) Noncredit preliminary enrollment with regard to enrolled headcount is now 6,688 when it was 13,912 in Fall 2019.	

		<p>The State Chancellor’s Office makes available various metrics about community colleges through the Datamart. Data is based on MIS submissions from colleges. The pandemic has brought some challenges to MIS reporting, particularly with noncredit student counts. Per EdSource article, the State Chancellor’s Office acknowledges that Datamart figures “don’t accurately count students taking noncredit asynchronous online courses.”</p> <p>Spring 2022 registration begins on 11/29. There will be expanded in-person offerings next semester. Planning for Summer/Fall 2022 will start in December/January. Perhaps another student survey could be done to help us with Fall 2022 schedule. We are anxious to get back to normal college operations and reopen the campus to have more students back.</p>	
9.	<p>Enrollment & Budget Parameters Spreadsheet</p> <ul style="list-style-type: none"> -Enrollment Management Plan Parameters - Credit and Noncredit Ratios - Productivity Target 	<p>Since Chancellor Martin just started this month, Tom will confer with him about this matter to seek guidance and direction on how best to proceed.</p>	
10.	<p>Future Agenda Items</p>	<p>Course demand and waitlist</p>	

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