Informal Meeting Notes
CCSF Participatory Governance Council
Enrollment Management Committee
Thursday, November 7, 2013 1:00-3:00 PM
Ocean Avenue Campus, MUB 140

Attendees: Tom Boegel, Dana Galloway, Ray Gamba, Susan Lamb, Monika Liu, Carole Meagher, Kitty Moriwaki, David Pieper.

Agenda:
1) Overall tracking of enrollment management
   - We are currently in a “hold harmless year” but will need to increase enrollment to retain state funding next year.
2) Schedule impact on enrollment management
   a) Summer 2014
      - Discussed starting Summer 2014 in on June 16 to catch the end of all high schools, other community colleges, plus local students home for the summer from CSU, UC, other four-year schools.
      - Believes this is a good time to catch high school students trying to get ahead in units; UC and CSU students home for the summer who want to get electives and general ed out of the way; etc, and hopefully carry them through to Fall 2014.
      - Question came up as to whether or not this would reduce Fall 2014 enrollment by shifting those students into Summer 2014. Is demand for classes fixed or flexible?
   b) Consistency of schedule
      - Timing of late start classes was discussed – balancing consistency to ensure students were not confused versus specific department and community needs.
      - Discussed block scheduling so students could organize classes around their work schedules more easily.
   c) Coordination between departments
• Group was asked whether this was done already at CCSF to ensure students who wanted to take classes concurrently in different departments. Recommended VC Lamb reach out to Department Chairs to ask how this took place.

3) Spring schedule

• A significant number of classes are not on the schedule for Spring 2014 due to the new updated course outline rule.
• A number of outlines have been completed but are still in review at the curriculum committee at various stages.
• Question as to whether, should these outlines not be completed by the due date, would the classes actually be cancelled? Will the administration modify this policy by at least allowing courses in which the outlines have been submitted? Answers were not entirely clear.

4) Marketing

• New Spring 2014 schedule is almost ready to mail – cover looks great!
• Peter Anning has started, but was unable to join us today.

5) Discussion

• Most covered above.

Future meeting dates/times

• Thursday, December 5, 1-3 PM, MUB 140