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**Enrollment Management Committee**

**1:00 pm - 3:00 pm on April 21, 2022**

Zoom: <https://ccsf-edu.zoom.us/j/99103142520>

**DRAFT MINUTES**

**Members Present:** Geisce Ly (Admin Co-Chair),Wynd Kaufmyn (Faculty Co-Chair), Monika Liu, Edgar Torres, Joe Reyes, Arlette Marcial, Dawn Mokuau, and Lydia Jian

**Alternates Present:** Steven Brown,Silvia Urrutia, and Colin Hall

**Resource Support Present:** Lisa Cooper-Wilkins, Pam Mery,and Darryl Dieter

**Guests Present:** Alexis Litzky, Kristin Charles, Edie Kaeuper, Carole Meagher, Simon Hanson, and Cynthia Dewar

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| **No.** | **Item** | **Discussion/Outcomes** | **Follow up/Individual Responsible** |
| 1. | Welcome | Geisce welcomed Lydia Jian, newest student representative, to this committee. |  |
| 2. | Approve February 17th Minutes | Approved. Wynd motioned, Edgar seconded.  |  |
| 3. | Approve Agenda | Approved. Joe motioned, Wynd seconded. |  |
| 4. | Student Support Strategies Ad Hoc Committee  | VC Cooper-Wilkins noted that this ad hoc committee will meet on 5/12 (last meeting this semester) and will continue to convene next academic year. The EASE Work Group members were invited to join this ad hoc committee since some center-related operational topics are interconnected, particular from an evaluation lens. Looking at Hispanic Serving Institution (HIS) status and pursuing other funding opportunities (such as TRIO program) to synergize our efforts. Providing additional support for summer and fall in-person registration by messaging to students more intentionally, holistically and consistently. Share messages that are sent to students to department chairs and faculty as well. Need to watch enrollment and class-taking pattern. In-person commencement planning at Rams Stadium is coming together. Go to the commencement website for more info and volunteer opportunities. Commencement procession is slated to start at 10 am on 5/27. Reception food will be catered by one of our culinary alum. |  |
| 5. | Data Analysis Ad Hoc Committee | Focusing on program review and using the data to provide support and guidance. Three departments--IDST, CAHS and EHF--are working with Pam and others to provide input on this comprehensive review process.  |  |
| 6. | Reopening Plans | Alexis Litzky shared that we are shifting from the R2C plans submission phase to following the college-wide reopening plan, which we are now in phase one through the end of Spring. Phase 2 starts in the summer. We are not getting rid of mask mandate. Need to be more nimble to better adapt to health and safety orders. Currently assessing how best to move forward with perhaps a new charge of this body. Need to update our administrative procedure on communicable diseases, visitor policy, vaccine mandate, and timelines. Will need to provide ongoing communication about what to expect when coming back to campus, and perhaps have a checklist of the various instructional spaces so that they are ready. Update safety dashboard on the website to include building hours, signage, and safety information. Seeking input about vaccination info during registration process and understand barriers that might discourage students from registering. How best to remove barriers for our students? How to make it clear to students that they are not allowed to be on campus if they are unvaccinated. At the point of registration, students do not need to have been fully vaccinated (and to prove that they have been vaccinated). But they are expected to be fully vaccinated before the first day of fall classes. Need to publicize and reinforce a consistent message so that this plan can be implemented. There is no one physically checking individuals when they enter a building. Need to account for how best to inform new first-time students on campus this fall. |  |
| 7.  | Accreditation – Institutional Self Evaluation Report template feedback on Standard 1.A.2 and 1.A.3 | Kristin Charles, AVC of Institutional Advancement & Effectiveness and Accreditation Liaison Officer, facilitated this discussion on to seek feedback. Mapped four subsections of the standards to this committee. Developing instituting self-evaluation report (ISER) now since it will be due in December. Many individuals are participating in this ISER review and development process. The various teams are developing drafts, and Kristin and Sheri Miraglia (accreditation co-chair) are sharing them with college community for input. As the EMC, we are invited to read, review and provide feedback (on a specific feedback form) to Standards 1.A.2 and 1.A.3. Key question is are our programs and services aligned with our mission? Kristin and Sheri are attempting to make this task as easy as possible to follow. Please let us know if you agree with the current responses, particularly the analysis, and to provide additional evidence, where possible. How much of our resources go towards meeting standards? Kristin will email instructions to on how to provide feedback online. |  |
| 8. | Marketing Postcard Project | Colin Hall shared the beautiful postcards that will be mailed to SF residents. Our students are being featured and they have been great to work with. Special kudos to Emerge Studios and the students who have been intimately involved with this project. Theme is “we are the heartbeat of City College.” Want to drive home these themes: people to reconnect with CCSF, that we are open, free tuition, in-person and online, multiple locations, and student-centric. Colin asked for feedback. He will continue to share this with others for next steps. Will have Spanish and Chinese translation. Great teamwork!!! |  |
| 9. | Future Agenda Items | Reopening plan; summer and fall enrollment |  |