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**Enrollment Management Committee**

**1:00 pm - 3:00 pm on February 16, 2023**

Zoom link: <https://ccsf-edu.zoom.us/j/81638608752>

**DRAFT MINUTES**

**Members**: Geisce Ly (Admin Co-Chair), Mitra Sapienza (Faculty Co-Chair), J Carlin, Edie Kaeuper, Monika Liu, Wynd Kaufmyn, Edgar Torres, Colin Hall, Silvia Urrutia, and Heather Brandt

**Alternates**: None present

**Resource Support:** Lisa Cooper-Wilkins

**Guest Present**: Simon Hanson

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| **No.** | **Items** | **Discussion/Outcome** |
| 1. | Welcome |  |
| 2. | Approve January 19th Minutes | Meeting minutes approved. Motioned by Edie, seconded by Edgar. |
| 3. | Approve today’s agenda | Agenda approved. Motioned by Heather, seconded by Edie.  Agenda item order was updated to move Multi-year enrollment management plan up in the order of items as well as Dr. Cooper-Wilkins report. |
| 4. | Student Support Strategies Ad Hoc Committee | Dr. Lisa Cooper Wilkins reported on the SSS ad hoc committee discussions around wayfinding and offering more support to students at the beginning of semesters, ongoing challenges related to college-wide communication, more to come on employee ambassador idea and a hope to introduce a new outreach colleague, Jennifer Quevedo, to EMC. |
| 5. | Multi-year enrollment management plan | Reviewed, discussed and continued to add items to this chart to be considered for growing enrollment. Goal of this discussion/effort is to provide recommendations for the team going to the summer Enrollment Academy and for the College to embark on some growth opportunities. https://docs.google.com/document/d/1fG9-8w5BCH1xt-6yJIZhZcbICvPkXCvNEkq6s6FzQKQ/edit?usp=sharing  We will continue discussing this item on 3/16. |
| 6. | Meeting modality | Working on understanding AB 2449 and moving forward with EMC meetings via zoom as we get more information about legislation and how best to proceed. |
| 7. | Summer and AY 2023-24 Instructional Allocation & Schedule Development Timeline | Geisce provided update about Summer 2023 Instructional Allocation and schedule production timeline. He highlighted the 2023-24 academic year initial instructional allocation and schedule production timeline as well. |
| 8. | March 16th meeting   * Culturally Responsive Strategic Enrollment Management professional development from 2 - 4 pm with Dr. Charles Braden, Assistant Superintendent/Vice President of Instruction at San Joaquin Delta College | Committee voted to meet on March 16th from 1-2 pm via Zoom, and then joining the Culturally Responsive Strategic Enrollment Management training from 2 – 4 pm in-person (MUB 140) or via Zoom. |
| 9. | Future Agenda Items | None at this time. |
| Join from PC, Mac, Linux, iOS or Android:  Or iPhone one-tap (US Toll): +16699006833, #81638608752  Or Telephone: Dial: 669-900-6833 (US Toll) Meeting ID: 816 3860 8752 | | |