



**Enrollment Management Committee Meeting
August 29, 2019, 3:00 – 5:00 pm
VART 114**

MINUTES

Members Present: Edith Kaeuper (Co-Chair), Wynd Kaufmyn, Dana Galloway, Pam Mery, Denise Selleck, Monika Liu, Edgar Torres, Kit Dai

No.	Item	Discussion/ Outcome	Follow Up/ Individual Responsible
1.	Goals, membership and chapter	<p>Membership:</p> <ol style="list-style-type: none"> 1) 3 Students 2) 3 Faculty 3) 3 Classified 4) 3 Administration <ul style="list-style-type: none"> • Wynd was voted as the co-chair of the committee • Committee needs student participation • Contact Bryan Daley, Student Trustee to recruit RiSE students to participate • Recruit noncredit students to participate • Rob Valencia of Edie’s Office will update the website <p>Review and update Committee Chapter</p> <ul style="list-style-type: none"> • Convene a subcommittee to work on Purpose VI and VII • Upload the document in google.doc • Current chapter is too general; needs more balance between Student Affairs and Academic Affairs <p>Enrollment Management Plan</p> <ul style="list-style-type: none"> • Revisit and refresh the Enrollment Management Plan • Align with the approved Education Master Plan 	<p>Edie and Wynd</p> <p>Edie and Wynd</p> <p>All members</p>

2.	Enrollment Report	<p>Credit</p> <p>Report on Fall enrollment report as of August 28, 2019</p> <table border="1"> <thead> <tr> <th></th> <th colspan="4">Fall 19-1st Day of Classes 08/17/19</th> <th colspan="2">2019 to 2018</th> <th colspan="2">2019 to 2018</th> <th colspan="2">2019 to 2018</th> </tr> <tr> <th></th> <th colspan="4">1st day of Registration 05/1/19</th> <th>Resident</th> <th>% FTES</th> <th>% of FTES Meeting Target</th> <th>Short of Goal</th> <th colspan="2"></th> </tr> <tr> <th>Date *</th> <th>Total Enrolled</th> <th>Total Units</th> <th>Average Units</th> <th>Resident FTES</th> <th>Difference</th> <th>Difference</th> <th>FTES</th> <th>Resd. FTES</th> <th>number of</th> <th>FTES</th> </tr> </thead> <tbody> <tr> <td>8/28/19</td> <td>24,890</td> <td>199,166.5</td> <td>8.0</td> <td>6,848.0</td> <td>-613</td> <td>-8%</td> <td>91%</td> <td></td> <td>X</td> <td>-702.0</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Cohorts such as Allied Health, Fire Academy and classes at the correctional facilities are not included in the report 		Fall 19-1st Day of Classes 08/17/19				2019 to 2018		2019 to 2018		2019 to 2018			1st day of Registration 05/1/19				Resident	% FTES	% of FTES Meeting Target	Short of Goal			Date *	Total Enrolled	Total Units	Average Units	Resident FTES	Difference	Difference	FTES	Resd. FTES	number of	FTES	8/28/19	24,890	199,166.5	8.0	6,848.0	-613	-8%	91%		X	-702.0	Chairs will continue to provide enrollment updates
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		<ul style="list-style-type: none"> • Late-start classes should help • Enrollment at other colleges in the North has been down in 5 years • CCSF's trend: been up a little bit then turned flat • Summer 2019 FTEs is 1437, it's not complete until positive attendance number is in. <p><u>Noncredit</u></p> <ul style="list-style-type: none"> • Summer 2019 report is not ready • Down trend for noncredit - slow and steady decline • Spring 2019 vs Spring 2018; FTEs is down by almost 100 FTEs • Free City may have an impact on noncredit class especially noncredit Business <p><u>Outreach Activities Update</u></p> <ul style="list-style-type: none"> • Help Hub was busy in the first week of semester • 2,000 students came to the Help Hub for direction, how to get to the class, and search for classes • Other activities: Welcome Lunch; Sunday Street Events, Street Fairs, and College Fairs • College has hired one credit and one noncredit outreach coordinator <p><u>Immediate activities to increase enrollment:</u></p> <ul style="list-style-type: none"> • Call Center: An outside vendor had started calling students who were on waitlist or affected by cancelled class(es) to: 1) assist them to search for open class(es) and 2) refer them to talk to a counselor • AVC Kaeuper and Leslie Milloy had identified some classes and publicized them via social media; once it's launched, 13 classes were filled – it's not a causation but a correlation • Centers have their outreach activities and connection to local media to advertise classes and programs • Invite the Outreach Coordinators to the next committee meeting 	
3.	General Questions	<ol style="list-style-type: none"> 1) CCSF is a Hispanic-Serving Institution; Edgar is concerned about the number of Latinx is declining 2) Ideas to have a Registration Workgroup to navigate and identify barriers for current online registration process. For example: if someone is not interested in Free City, can student skip this step? Workgroup can provide recommendations to CampusWorks. 	

Homework:

- Review the Chapter
- Read Enrollment Management Plan and Education Master Plan