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**Enrollment Management Committee**

**1:00 pm - 3:00 pm on February 17, 2022**

Zoom: <https://ccsf-edu.zoom.us/j/93117105283>

**DRAFT MINUTES**

**Members Present:** Geisce Ly,Wynd Kaufmyn, Monika Liu, Vinicio Lopez, Edgar Torres, Joe Reyes, and Arlette Marcial

**Alternates Present:** Mandy Liang, Steven Brown,Silvia Urrutia, Colin Hall, Juan Fernandez, and Hakan Kaya

**Resource Support:** Lisa Cooper-Wilkins, Darryl Dieter, and Dave Vigo

**Guests Present:** Tom Boegel, John al-Amin, Alexis Litzky, Cynthia Dewar, Carole Meagher, Katia Fuchs, Fanny Law, and Simon Hanson

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| **No.** | **Item** | **Discussion/Outcomes** | **Follow up/Individual Responsible** |
| 1. | Welcome | Geisce noted that a position announcement for the Director, Marketing, Public Relations, and Government Relations will be going out soon. We congratulated Alexis Litzky in her new role as Interim Chief of Staff. |  |
| 2. | Approve January 27th Minutes | Approved. Wynd motioned, Edgar seconded. |  |
| 3. | Approve Agenda | Approved. Steven motioned, Wynd seconded. |  |
| 4. | Student Support Strategies Ad Hoc Committee | Lisa Cooper-Wilkins recapped their meeting on 2/3; she highlighted the PowerPoint for the upcoming Student Success and Policy Committee of the Board and sought input; Ocean Campus and centers have additional hours for students to come in person to register and the process is getting easier hopefully for students; the Student Essentials Support Guide  [Student Essentials Support Guide Draft - Final - Google Drive](https://drive.google.com/file/d/12IeJ4TBs8ng5H9bCW0Tzug0Mu62051yU/view) is a very helpful guide that contained comprehensive list of resources for students; SparkPoint Center is underway to address students’ basic needs; students can pick up free food at the Student Union; launching Language Line (on a tablet) to help with translation services as needed; should be seeing more CCSF bus ads throughout the city; will increase use of MyCCSF app to communicate more with students; next meeting is scheduled for 3/10. |  |
| 5. | Data Analysis Ad Hoc Committee | Yesterday several members of the Data Analysis Ad Hoc Committee, along with several members of the Program Review Committee, participated in a Program Review “Data Preview” that focused on a new interactive Tableau that has been under development for Comprehensive Program Review.  Participants included five department chairs, the Program Review Committee chair, and one school dean.  The Tableau tool is designed to accompany the updated Comprehensive Program Review prompts that the Academic Senate Executive Council endorsed last week.  The Research team greatly appreciated participants’ questions and feedback which helped identify areas where further clarification would be helpful (e.g., adjusted titles), as well as helping to formulate the upcoming sessions which will be open to all chairs, deans, and others interested in program review.  The tool provides a range of information by department, and where possible by subject, as well as including overall college-wide data for comparison where relevant.  Research is working toward an official roll-out in advance of Mid-Semester Flex.  The Tableau provides a visual representation of trends such as enrollment counts by department and subject (disaggregated), student counts (disaggregated), and a variety of milestone and completion metrics (course completion, CTE 9+, degree/certificate, transfer, SLO outcomes, etc).  The Tableau also contains links to additional data relevant to specific areas such as Noncredit and CTE.  Even as Research works to broadly release the new Tableau, we’re looking into the College Scheduler data, as mentioned at the last EMC meeting.  College Scheduler might provide additional insights into “demand” beyond what we’re seeing in wait lists. |  |
| 6. | Draft Resolution to Board about March 15th Notices | Wynd noted that she has drafted a Board resolution regarding the March 15th notices and would like to convene an emergency EMC meeting next week before the Board meeting on 2/24 to review draft language. A few meeting dates and times were identified. Since there was no quorum, no meeting will take place next week. |  |
| 7. | Enrollment Update | Tom shared trend lines regarding our enrollment over time (how many seats filled in each course), sections over time, and average enrollment per section over time. The numbers are consistent with running a smaller schedule and lower average class size overall. |  |
| 8. | Schedule Development | Tom noted that we will endeavor to follow the spirit of the Instructional Budgeting & Schedule Development process document that this committee endorsed back in December. Department chairs and deans have started summer and fall 2022 schedule development process. Budget is about the same from last year. Plan for a more robust return to in person instruction this fall. Looking to remove physical distancing measures that were in place and official return-to-campus plans. He shared the draft 5-year financial plan that Chancellor Martin shared at today’s Budget Forum. Tom has met with several department chairs and continue to do so to discuss potential impact and get additional feedback. He discussed the memo that he shared with department chairs and deans and will provide additional guidance regarding summer and fall scheduling soon. |  |
| 9. | Future Agenda Items | * Outreach efforts this semester * Accreditation Standard II.A.6 |  |