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**Enrollment Management Committee**

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

Zoom link:  <https://ccsf-edu.zoom.us/j/84065116593>

**DRAFT MINUTES**

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

**Alternates Present**: Steven Brown, Mandy Liang, and Amy Coffey

**Resource Support Present:** Lisa Cooper Wilkins and Pam Mery

**Guests Present:** Tessa Brown, Micheline Pontious, Simon Hanson, Fanny Law, and Diane Wallis

**Meetings next Semester:** 1/19, 2/16, 3/16, 4/20, and 5/18

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| **No.** | **Items** | **Discussion/Outcomes** |
| 1. | Welcome |  |
| 2. | Approve October 20th Minutes | Motioned by Steven, seconded by Wynd. |
| 3. | Approve November 17th agenda | Motioned by Steven, seconded by Wynd. |
| 4. | Student Support Strategies Ad Hoc Committee | Lisa Cooper Wilkins, VC of Student Affairs, provided an update from last week’s SSS Ad Hoc Committee meeting. Focus is to make CCSF more welcoming for and to students, especially those who are new and/or unfamiliar with the various student support services we provide. Two working groups convened to discuss ways to improve communication to students (email and text) and to the larger community (more regularly), wayfaring, marketing, outreach, and presence/visibility on campus. Continued to discuss strategies to employ in December and at the start of the spring semester to provide timely information and important reminders to students. Ongoing discussion with Free City Committee to reduce/cancel student debt. Next meeting is scheduled for 12/8. Colin Hall shared the latest marketing postcard. Tag line is Your City. Your College. These postcards will go out in the next few weeks to all the addresses in SF. Kudos to the Visual Media Design Emerge Studio students and Colin. |
| 5. | Data Analysis Ad Hoc Committee | Pam provided three very helpful documents for discussion: (1) Fall 2022 Credit Waitlist Data by Course, (2) Fall 2022 Credit Waitlist Data by Subject, and (3) Fall 2022 Noncredit Attendance by Subject. These documents will be shared with department chairs as well to collectively strengthen our student-center schedule development. She engaged the EMC by asking three quiz questions. Waitlist is not the only measure of demand and not the only clean measure. There are many aspects and nuances to consider when assessing student course-taking preferences. Monitoring and analyzing waitlist data is an ongoing activity that needs to be delved further, in consultation with faculty and across the college. Using APEX and Argos data to help guide decision making is an important element in the weeks and months ahead as we work towards how best to stabilize the college with the goal of increasing enrollment. Using new NC tool called Attendance Plus is helping to make attendance tracking easier. Counselors have been receiving enrollment data every day—another improvement that was implemented this semester so that they aware and updated about course availability when meeting with students. Will continue to provide more access to data and information. |
| 6. | Student Equity Plan | Tessa Brown (Associate Dean of Equity) and Micheline Pontious (Research Analyst/Student Equity Plan Workgroup Member) gave a presentation about our 2022-25 Student Equity Plan. They discussed the process that led to our Board approving this remarkable plan to strengthen our equity efforts. Equity means promoting just and fair inclusion, and creating conditions in which everyone can participate, prosper and reach their full potential. At CCSF, we are committed to interrupting inequitable practices, examining biases, and creating inclusive school environments for all. Funding for the implementation of this plan is from the Student Equity & Achievement (SEA) Program, an state grant that supports California community colleges in advancing the system-wide goal to boost achievement for all students, with an emphasis on eliminating opportunity gaps for students from traditionally disproportionately impacted groups. SEA emphasizes support for projects and activities of large scale and high impact, which lead to measurable progress at the district level with respect to student achievement and equity goals. Our Student Equity Plan purpose are to: (1) Center and institutionalize equity, (2) Meet students’ basic needs, (3) Provide student services that foster community and sense of belonging; (4) Create inclusive classrooms, race-conscious curriculum and culturally responsive teaching and learning, (5) Implement equity advancing systems, policies and promising practices, and (6) Make evidence-based, data-informed decisions. Our goal is (1) Close the opportunity gap over the next three years for the populations with the largest disproportionate impact within each metric, and (2) To close the gap we need more students within the focus population to meet the metric. |
| 7. | EMC Objectives for 2022-23 | We continued to discuss the phrasing of our three draft objectives from last year. Tessa Brown provided guidance around inclusive language. Will continue this conversation at our next meeting on 12/15 to finalize the objectives as they relate to equity and data. Wynd will email work group members for their input to ground our work and participation this year until we revisit these objectives again next year. |
| 8. | Spring 2023 Schedule | Kudos to department chairs, faculty, and deans for creating a robust Spring 2023 schedule with their instructional budgets. The first day of priority registration is 11/28 and all seems to be in place for a smooth registration process. The Office of Instruction will continue to do quality assurance behind the scenes to ensure that course-related information is as accurate as possible. We will have a better sense of our enrollment numbers next month. Recent conversations around lifting the indoor mask mandate are taking place. PGC will provide a recommendation to the Chancellor about this matter soon, and the Board will need to take action at an upcoming Board meeting if the mask mandate is to be lifted for Spring 2023. |
| 9. | Ideas for multi-year budget and enrollment plan | This item was tabled to 12/15 because we ran out of time. |
| 10. | Future Agenda Items | Multi-year enrollment plan |
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