

**Enrollment Management Committee**  
**1:00 pm - 3:00 pm on May 18, 2023**  
**Zoom link: <https://ccsf-edu.zoom.us/j/87239501288>**

**DRAFT MINUTES**  
**Zoom recording: [EMC - Zoom](#)**

**Members:** Geisce Ly (Admin Co-Chair), Mitra Sapienza (Faculty Co-Chair), J Carlin, Edgar Torres, and Heather Brandt, Sylvia Urrutia, Monika Liu

**Alternates:** Cynthia Dewar

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

**Guest:** Simon Hanson

	<b>Items</b>	<b>Discussion</b>	<b>Action</b>
1.	Welcome	Celebration of Student Chancellor Brandt for being elected as next year's Student Trustee	Applause, confetti and hearts in the zoom.
2.	Approve today's agenda	Amendment by Student Chancellor Brandt to add student experience to the brainstorm discussion item #8, Motion: Edgar Torres, Second: J Carlin	Approved
3.	Approve <a href="#">April 27th Minutes</a>	Request to include names to all minute details by Student Chancellor Brandt, Minutes approved: Motion: Edgar Torres, Second Mitra Sapienza	Approved
4.	Hyflex Pilot – workgroup formation – committee vote	Discussion about the implications of forming a workgroup vs. a task force, what the responsibilities of housing a workgroup is for EMC. Student Chancellor Brandt suggested ensuring that EMC makes the workgroup appointments to ensure all areas of interest are included and to record the workgroup members in the public record.	Approved

5.	Student Surveys	Dean Pam Mery shared updates on student survey data.	Informational
6.	Student Support Strategies ad hoc committee update	VC Lisa Cooper Wilkins presented an ad hoc committee update; visits to Mission Center to identify needs; support staff are getting trained on Language Line. Looking at the transition of the ad hoc committees future work: potentially around Registration times, review what welcoming students looks like. <a href="#">SSSAdHocMeeting Notes 051123.pdf</a> SSS ad hoc held their final meeting last.	
7.	2023-24 Meeting Schedule	<p>Discussion of future meetings dates for 2023-24. Committee agreed to move the first meeting to fourth Thursday (8/24) rather than meeting during the first week of the semester. Student Chancellor Brandt suggested that we delay scheduling the December meeting and perhaps meet on 11/30 in place of a December date. Motion: by J Carlin, Second by Heather Brandt</p> <p>Third Thursdays of the month 1-3pm</p> <ul style="list-style-type: none"> <li>● Aug 24th (fourth Thursday)</li> <li>● September 21</li> <li>● October 19</li> <li>● November 16</li> <li>● December (TBD at August EMC meeting)</li> </ul>	Approved
8.	<p>Multi-year enrollment management plan <a href="#">CCSF Enrollment Growth 2023</a></p> <p>ADDED AGENDA ITEM by Student Chancellor</p>	Mitra Sapienza gave an overview of the enrollment growth document that is intended to capture the brainstorm of the EMC members' ideas for how to best grow enrollment. Simon Hanson wanted clarification on what next steps are toward direct action from EMC. Committee members discussed the urgency and need to take action rather than continuing to brainstorm ideas.	Ran out of time. Committee members will email prioritization of the enrollment growth brainstorm chart to Geisce and Mitra to share with the EM Academy team.

Brandt: Student experience regarding counseling		
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