**Enrollment Management Committee Meeting**  
October 1, 2020  
1 - 3 pm via Zoom

**MINUTES**

**Committee Members Present:** Geisce Ly (Chair), Monika Liu, Gregoria Cahill, Wynd Kaufmyn, and Edgar Torres  
**Committee Members Absent:** Angelica Campos, Denise Selleck

**Resource Members Present:** Pam Mary, Cherisa Yarkin, Elizabeth Coria, Cynthia Dewar, and Leslie Milloy

**Alternates Present:** Kit Dai, Monique Pascual, Simon Hanson, Joseph Reyes, and Steven Brown

**Guests:** Abigail Bornstein, Alexis Litzky, Darryl Dieter, Fanny Law, Ingrid Farnbach, Marie Osborne, and Sheri Miraglia

**Future meetings this semester:** 1 - 3 pm on October 15th, November 19th, and December 17th

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Discussion/Outcome</th>
<th>Follow up/Individual Responsible</th>
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<tbody>
<tr>
<td>1.</td>
<td>Welcome and Introductions</td>
<td>Geisce reminded the committee about the meetings dates/times this fall. Committee members, alternates, resources, and guests introduced themselves. Moment of silence for Dana Galloway 🌹</td>
<td>NA</td>
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<td>2.</td>
<td>Approve Agenda</td>
<td>MSP: Agenda Approved</td>
<td>NA</td>
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<td>3.</td>
<td>Committee Members and Alternates</td>
<td>Membership was reviewed.</td>
<td>NA</td>
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<td>4.</td>
<td>Elect Co-chair</td>
<td>MSP: Wynd Kaufmyn was elected as faculty co-chair</td>
<td>NA</td>
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| 5. | Committee Purpose | • Viewpoints about College committees were shared. Perception of disrespect and lack of meaningful contribution. Intent to shift that for 2020-21.  
• EMC will use MicroSoft Teams to store information.  
• Items that will be discussed will be sent to EMC before the meeting for review.  
• Members reviewed the EMC Committee Purpose. | NA |
| 6. | Board Goals | See below. | Members asked to put possible objectives in the Chat |
| 7. | Identify 3-5 Objectives for this Committee | • Cherisa shared the presentation that she delivered to the PGC in September to invite input about potential EMC objectives, and summary request by the PGC.  
• **Standing Committee Objectives for 2020-2021**  
• **Summary of 2019-2020 Committee Evaluation**  
• **Presentation Slides from PGC Meeting (9.17)**  
• Committee discussed objectives (**Add suggestions from Chat**).  
• Proposed objectives for EMC 2020-21  
• Possible Objective: Identify student demand for courses. Ensure that the schedule of classes is aligned with the mission of the college. |
Possible Objective: To identify enrollment priorities and guiding principles to guide budget decisions
Possible Objective: Noncredit had a very well established and organized pre-registration process that took place in the classrooms when we met face to face. We need to update this process in the virtual format
Possible objective: To identify enrollment priorities and guiding principles to guide budget decisions

### 8. Enrollment Report
Committee discussed the Multi-year Enrollment Outlook excerpt and made observations *(Note: Post document along with minutes for this meeting)*

- Discussion about economy and impact on enrollment
- Data needs to include noncredit
- Sections are not included in this report
- Registration impact on enrollment
- Request for more data specific to City College
- Student demand for sections-in what areas and at what times?
- Student promised that they will be able to finish the programs they started
- Section cancellations-process
- Structure and process are key for noncredit students given CCSF’s procedures and processes
- EMC needs to be proactive planning for 2021-2022.
- Recommendations made by EMC last year and link to the budget
- Need for clear priorities, guiding principles and a process
- Discussion about in-person registration in fall and spring. Preparations and planning are taking place with SFDPH recent change in limits
- Lost focus on programs. Which people support which programs? List of programs. Which classes are part of the programs?
- Need to address the enrollment system to get students registered and into classes

### Meeting Summary
- Goal of the committee was summed up by Geisce.
- Request: Can we look at enrollment data of number of sections, what was scheduled in spring and fall? (Simon will send previous spreadsheet to Pam)
- Spring 2021 schedule is based on 1200 FTEF for 20-21 year.