



Enrollment Management Committee

1:00 pm - 2:00 pm on October 10, 2024

<https://ccsf-edu.zoom.us/j/83284953858>

AGENDA

Committee Goal: Ensure enrollment goals are aligned with the college's mission, including student learning achievement and outcomes, as well as board priorities and college plans.

1. Elect Chair
2. Working Group Update
3. SEMP Update
4. Review EMC Description and Purpose
5. Enrollment Goals-Academic Year 24-25
6. Discussion of Possible Enrollment Metrics
7. Goals for Meeting with Budget Committee

PARTICIPATORY GOVERNANCE COUNCIL
STANDING COMMITTEE DESCRIPTION AND PURPOSE

Last update: <month year>

Commented [KC1]: Replace with month and year that PGC accepts this round of updates.

I. **COMMITTEE NAME:** Enrollment Management

II. **TYPE OF COMMITTEE:** Standing Committee of the Participatory Governance Council

III. **MEMBERSHIP (NUMBER OF MEMBERS, TERMS AND TERM LIMITS):**

- a. 3 Students (Appointed by Associated Students Executive Board)
- b. 3 Faculty (Appointed by Academic Senate)
- c. 3 Classified Staff (Appointed by SEIU)
- d. 3 Administrators ~~orsion~~ (Appointed by Chancellor, after consultation with Administrative Council)
- e. Alternates (3 from each group listed above)

Term limits subject to appointing body.

IV. **COMMITTEE CHAIR(S):** ~~(Appointment is at the discretion of~~ the Chancellor; ~~traditionally the Vice Chancellor for Academic and Institutional Affairs, serve a one-year term. A Committee may elect a co-chair if desired.)~~ ~~Vice-Chancellor of Academic Affairs~~

V. **GOAL:**

- a. Ensure enrollment goals are aligned with the college's mission, including student learning achievement and outcomes, as well as board priorities and college plans

VI. **PURPOSE AND RESPONSIBILITIES:**

- a. Monitor enrollment trends
- b. Identify student demand for courses
- c. Ensure that the schedule of classes is aligned with the mission of the college
- d. Ensure that enrollment goals are based on data
- e. Ensure flexible targets are set and productivity is maximized
- f. Ensure that appropriate marketing efforts are in place to support the enrollment management effort

VII. **ACCJC – ACCREDITATION STANDARDS TO WHICH COMMITTEE CONTRIBUTES:**

Standard IB. The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The

institution demonstrates its effectiveness by providing 1) evidence of achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

Commented [KC2]: Please modify according to the 2024 Accreditation Standards:
<https://accjc.org/wp-content/uploads/ACCJC-2024-Accreditation-Standards.pdf>

VIII. **MEETING DAY AND TIME:** 2nd Thursday each month, X pm to Y pm

Commented [KC3]: Please fill in start/stop times

IX. **MEETING FREQUENCY:** ~~M~~Monthly