



NOTES – ENROLLMENT MANAGEMENT
January 23, 2020

Present: J. Anaya, R. Dreizler, L. Justice, S. Kushigemachi, R. Miyashiro, D. Mussaw, G. Perez, B. Prado, I. Reyes, J. Shankweiler, J. Sims, J. Smotherman, M. Wolfenstein

I. INFORMATION

A. Notes of 12/12/19: Approved as written with the following revisions:

II.A. Page 2:

Training – no report. J. Shankweiler will meet with ~~L. Mednick~~ **Professional Development**
~~Tutoring and~~ **Online Training**

II. DISCUSSION/ACTION

A. Enrollment Reports (Winter/Spring):

Enrollment is going well. The winter session exceeded its goal by 30 FTES. It was noted that enrollment is up for Spring 2020 compared to the prior term. Registration started at the same time as last year but students have more days to register. Reporting dates were six days difference from last year to this year. It was also noted that marketing strategies has improved. We are able to provide better assistance by addressing students that have concerns or issues regarding application, welcome letter, and registration appointments. Students who call, leave a message, or email receive a response within minutes and no longer 24 hours as in the past. This is a good starting point in moving forward. These are the kind of things to keep measured as indicators and share at Board meetings.

Math and English are down because students are still adjusting to AB 705. Students that did not pass in fall are not re-registering for the same class in the spring. D. Breckheimer has reached out to Outreach on how to contact students. There have been some cancellations in English. Health Sciences & Athletics is up because of the community health/first aid courses being offered. The fill rate in Industry & Technology is higher than normal. Behavioral & Social Sciences is up because of general ed classes that need to be fulfilled. Natural Sciences is up due to the limited courses that can be offered.

J. Anaya reported on the economy such as Boeing (stop production on 737), trade war (companies are hesitant about investments because of uncertainty), and manufacturers (hesitant to hire people).

B. 320 Report: The 2019-2020 320 report includes: (1) Primary terms – weekly census, daily census; (2) Actual hours of attendance (positive); and (3) alternative attendance weekly/daily (online classes). Total FTES – 18,941.57. Total non-credit was 52.62 FTES. Total credit on P1 was 18,994.19 FTES. The 320 report is completed in January, April, July (get paid on) and November (can be revised).

If the College reaches 20,000 FTES, it would change categories and be considered a large institution and receive additional funds.

FTES Goal & Actual: A five-year snapshot of how the College has done. For the 2019-20 academic year, the College is close in reaching its goal of 19,000 FTES. The FTES goal and actual is completed on a quarterly basis and provided to the Board. The actual numbers may change over the semester as adjustments on enrollment are received.

Section & Fill Rate Data: The data covers the fill rate for evening classes and number of classes each night of the week. It was suggested to look at evening classes but only four nights a week. There are PE courses that aren't the full five weeks and only 4 days a week. D. Mussaw will review to see how those courses are doing. There are classes that are outside the 16-week but should be in the 16 week because of the meeting dates. There are some 14-week courses (PTI courses) Monday thru Friday. L. Justice will forward a list of those courses to D. Mussaw.

Only 20% of what is offered during the day is offered in the evening. Classes are filling better than expected. What is considered filled? Are students succeeding? Is retention low? Majority of students prefer classes that meet two times a week vs. every day. Fill rate is based on time of census. Retention is staying pass withdraw date. Retention is fall/spring; persistence is fall/fall. There is course completion and successful course completion. Course completion is a grade of A-F but not a W. A student receives a grade and did not drop. Successful course completion is completing with a grade of A, B, or C.

Since the implementation of the Warrior Welcome Center and the availability of evening hours, it is a good opportunity to target courses that may need assistance with retention. Students can find resources such as the village, library, and other areas. Market the Warrior Welcome Center services to the instructors for the evening courses to share with their students. It is noted on the ECC website of the extended hours. Another suggestion is to post flyers or posters in the building. What services can the Warrior Welcome Center offer to faculty? Although its focus is students, how can they help faculty?

C. Block Schedule Review: D. Mussaw will provide information at a future meeting.

D. Action Items from Last Meeting:

- **Transfer Equivalency:** L. Justice reported there are 19 feeder schools: Cerritos, Citrus, Coastline, Cypress, Fullerton, Golden West, Irvine Valley, LB City, and LACC (9 colleges). This is a time-consuming task and inputting the equivalencies will not be completed by fall. Once the tables are built, it will need to be maintained. Evaluators are needed to evaluate transcripts and put in the system for students. It will be a priority to hire a full-time person to maintain the equivalency table.
- **Degree Plan Data:** D. Patel will provide information at the next meeting.
- **Online ADTs –** G. Gema Perez will discuss at next meeting

III. **OTHER:**

Math: Math 150 can be offered fully online. It will be piloted in winter.

Next agenda

1. Online ADTs – G. Perez
2. Block Schedule Review – D. Mussaw
3. Degree Plan Data – D. Patel
4. Evening Course Success – J. Smotherman

IV. **NEXT MEETING:** The next meeting will be 2/27/20.