EL CAMINO COLLEGE
Office of the Vice President – Academic Affairs

NOTES – ENROLLMENT MANAGEMENT
February 27, 2020

Present: M. Arthur, J. Baranski, S. DiFiori, R. Dreizler, C. Jeffries, L. Justice,
S. Kushigemachi, R. Miyashiro, D. Mussaw, D. Patel, G. Perez, I. Reyes, J. Smotherman,
M. Wolfenstein

I. INFORMATION
  A. <u>Notes of 1/23/20</u>: Approved as written with the following revisions:
       III. OTHER: Next agenda: Evening Course Success – J. Smotherman

II. DISCUSSION/ACTION
  A. <u>Block Schedule Review</u>: D. Mussaw reported on 3 grids for block scheduling: 3 contact
  hours courses/2x week; 4 contact hours courses/2x week; and 5 contact hour courses/2x
  week. Students are able to take classes without overlapping in their schedule.

  It was suggested to keep the same break time so there is no overlapping on the schedule.
  J. Sims mentioned that Humanities and Math have back-to-back schedule with no break
  time. It creates the inability for students to take a math class and another class to meet the
  IGETC or CSU requirements. College hour was shifted to 1:15-2:15 pm. Block
  scheduling will be effective with 25 Live, room usage efficiencies, and if a student has a
  general understanding of their schedule.

  A start time of evening classes at 6:45 p.m. allows working adults to arrive on campus and
  use the support services in the Student Service Building prior to attending their evening
  class.

  Block Scheduling Analysis: In Fall 2019, there were 1,788 face-to-face classes excluding
  cooperative career classes, online classes, hybrid and PTI. An example was used for the
  BSS Division. There were 248 sections taught face-to-face and 21 rooms to teach those
  sections. If block scheduling is used, 3 contact hours MW and TTH, 315 sections would be
  able to utilize the rooms.

  The goal is to start the schedule beginning fall 2021. It was suggested one or two divisions
  can do a test run by spring 2021 with a few classes. 25 Live will also help with this
  process.

  B. <u>Online ADTs</u>: G. Perez provided information on the process of mapping frequency of
  courses that are taught online (sample term was winter 2018-spring 2019). Degree
  requirements for IGETC, CSU, AA requirement was also provided. One example was
  Political Science. There are sufficient Political Science classes offered to fulfill a
  degree/AA transfer degree. While students receive a Political Science degree, they can also
  complete AA requirements. Some students may not be aware of this. M. Wolfenstein and
  G. Perez will work with deans on potential growth areas within their division.

  How close to advertising online degree? Some areas such as COMM (speech), Math, and
  Language (Spanish) cannot offer online degrees. Areas in Sociology, Psychology and

Political Science can offer online degrees. There is one science class with a lab that is offered hybrid.

C. <u>Degree Planner Data</u>: D.Patel presented on degree planner data. The target goal for Comprehensive Ed Plan to fully implement degree planner is 90%. Progress has been made toward the goal. In Spring 2019, 64% of all ed plans were in degree planner; in fall 2019, it was 75%. Overall, there was an 18% increase. There were 5,190 abbreviated ed plans; 44% in degree planner in spring and 68% in fall. There was a reduction in abbreviated ed plan and increase in comprehensive ed plan.

The focus on the student retention program is the early alert features in ECC Connect. The target for at risk to complete courses was 70%. There was a 7% increase in retention in fall 2018 and increased 12% in fall 2019. It was noted that positive reinforcement may be better than informing student they need help. 309 faculty raised at least one tracking item.

Early alert utilization initiates follow up with students. For a referral, student service steps in to assist students. Hard connections is when there has been interactive dialog with a student. There were 1,698 referrals and 1,571 follow ups that were verified. Flag vs. referral: a flag is raised by faculty and follow up with the student; referral is when the student steps in to support response.

D. <u>Evening Course Success</u>: J. Smotherman provided a report on the evening course completion trends and goal. A breakdown was provided by division, department and ethnicity of evening student success for the 2018-19 academic year (fall/spring). It included course completion, successful course completion %, and current institutional standards used by ACCJC for course completion goal for overall trends for ECC.

Completion trends was also done by ethnicity. American Indian/Alaskan Native did better overall in fall. Spring was lower but that population is small. Black African American course completion is lower than overall population for fall/spring. Same with Latino. African American was 6% spring but almost 9% fall. Latino was 4-5%. Pacific Islander-small population as a whole. Fall success was greater at 90%; spring lower.

Information based on fall and spring made a difference. Such factors included lighting on campus & safety (leaving/coming to classes in the evening when it is light/dark), more seasonal work in the fall (students either working early/late but not as much seasonal work in early spring).

Is there an opportunity to survey students? Who are they? Why is it? Did students use additional services in the spring but did not in the fall? Some of these questions can be added to the climate survey although caution is needed. The more that is added to the survey, the less likely to see trends. Committee members can contact J. Smotherman with any additional comments or questions on the survey.

E. <u>Enrollment Management & Enrollment Operations</u>: A request from Dr. Maloney is to have two separate committees: Enrollment Management and Enrollment Operations. Enrollment Management would remain the same. Enrollment Operations would be a team that identifies specific issues relating to registration, application messaging, marketing, block scheduling, planning, and all components to enrollment. It would meet quarterly. The Enrollment Operations team will be discussed at a future meeting.