



Enrollment Management Meeting

Wednesday, February 26, 2025
L-201
11:00 am – 12:00 pm

Committee Members:

Idania Padron (Reyes) ~ Chair	Aurora Burd ~ AVC Federation of Teachers Representative - Absent
Mariko Shimizu ~ Co-Chair	Faculty ~ Vacant
Nate Dillon ~ Member - Zoom	Walter Briggs ~ Member - Absent
Dr. Kathy Bakhit ~ Member (Ex Officio) - Absent	Alejandro Guzman ~ Member – Absent
Shami Brar ~ Member (Ex Officio) - Absent	Anet Youkhana ~ Member – Zoom
Daniel Conner ~ Member - Absent	Dr. Rebecca Farley ~ Member
Dr. Jedidiah Lobos ~ Member	Dr. Windy Franklin-Martinez - Zoom
Jenell Paul ~ AVC Classified Union Representative - Absent	Leonardo Ayala ~ Member
Alberto Mendoza Conzalez Larreynaga ~ - Zoom	David Jordan ~ Member – Zoom
Rosalind Brown - Outreach ~ Member - Absent	Dr. Sarah Harano ~ Member
Dr. Christina Tangalakis ~ Member – Zoom	
12/20	
Other:	
Dr. Svetlana Deplazes - Guest	
Angela Urbanoski - Sr Admin Assistant VPSS	

AGENDA

Items	Person(s) Responsible	Time	Action
INFORMATION/DISCUSSION ITEMS:			
I. Welcome	Idania Padron	5 minutes	The committee discusses reminders to send out proxies due to difficulty meeting quorum. Quorum is met. The meeting moves forward.
II. Review and Approval of Minutes 1/22/25	Idania Padron	5 minutes	Minor change to minutes, Dr is added to Sarah Harano and to Svetlana Deplazes. Minutes approved.
III. Review and Approval of Purpose and Committee Composition	All	15 minutes	The committee recommends that the term length end in June. The VPSS office will follow up with ITS regarding their lack of attendance.

		<p>Additionally, the VPSS office will follow up with Bowen regarding Aurora Burd’s position, as she is currently teaching during the normal meeting times.</p> <p>The VPSS office will reach out to the appointing body, Academic Senate, to request either a new appointment or a proxy for the open faculty positions.</p> <p>The team discussed whether ex officio members have voting rights and whether their attendance affects quorum. It was stated that ex officio members do not have voting rights, and their attendance does not impact quorum. However, others argued that ex officio status simply means membership by virtue of one’s position and that they do retain voting rights and influence quorum.</p> <p>There was a suggestion that some positions may not need to attend every meeting. For example, since ITS is seldom affected by committee matters, they could be removed as a standing member and instead be included on an as-needed basis.</p> <p>In this committee, faculty representatives are not assigned to specific areas (e.g., Language, Health and Safety, Learning Center), whereas in other committees, faculty roles are often defined. The concern is that designating specific faculty positions could make it harder to fill vacancies. However, the counterargument is that defining roles could improve participation, as faculty may be more engaged if they feel their attendance directly impacts their area.</p>
--	--	--

		<p>Expecting three to four VPs at each meeting has proven difficult. If VPs are not voting members and are not required to attend, their absence would not affect quorum for faculty participation.</p> <p>The committee agreed to add the Vice President of Equity and Student Achievement (VPE) to the composition and to place Dr. Svetlana Deplazes in the IERP position. This change has been made to the committee composition.</p> <p>A discussion took place about whether VPs could coordinate with CCC and potentially proxy for each other based on the meeting topic. This would help reduce the need for all VPs to attend every meeting. Similarly, the committee will consider whether academic deans could proxy for each other, as having two Academic Affairs deans might be redundant. It was questioned whether this structure is based on shared governance tradition or simply how this committee has historically operated.</p> <p>The committee will explore a structure that includes two VPs and proxies, a dean and proxy, ITS as needed, and Alejandro (or a designee) for marketing, as marketing plays an instrumental role in the committee's work.</p> <p>The committee discussed how the composition should align with its goals, particularly in relation to the "skinny plan" and SEM Academy. There was a need to assess what is required to support the existing plan and who must be present to implement it effectively.</p> <p>The skinny plan was previously set aside because it did not fully meet</p>
--	--	---

			expectations. Last year, efforts focused on the skinny plan but did not adequately address enrollment. Moving forward, the committee will consider how best to integrate these efforts.
IV. Retention Strategies: Challenges & Opportunities	All	15 minutes	
V. Community Engagement Strategies – Next Steps	All	15 minutes	
FUTURE AGENDA ITEMS:			
Analysis of Post-COVID Data Trends			<p>The committee agreed to review this item during the meeting as data is now available.</p> <p>The data dashboard displays enrollment trends over the past three years based on end-of-term reports in Argos, incorporating positive attendance at the end of the term. The current version is a draft, brought to the committee for feedback on necessary data elements. Ideally, it would include first-day, census, and end-of-term snapshots, as well as identify bottlenecks and low-demand courses. Currently, data is organized by attendance methods, but the goal is to assess trends. The dashboard allows filtering by full terms and major terms such as spring. A summary by subject includes FTES generated by discipline, the percentage of total FTES, and comparison data. Once feedback is received and adjustments are made, the final version will be available.</p> <p>Enrollment trends at the end of each term have remained consistent.</p> <p>The team also reviewed fill rates for major terms. Census data provides fill rates for spring and fall over the past three years. Currently, fill rates are displayed by discipline and course number, but additional filtering options can be added. Although courses disappear from Banner, IERP captures and saves the data, including all class</p>

			<p>types—late start, full term, etc. The data can help identify high-waitlist courses and guide more proactive scheduling to align with demand.</p> <p>Waitlists are influenced by both popular instructors and preferred class times. If a new section does not match students' preferred instructor, it may not fill. In political science, for example, most waitlisted students prefer a specific instructor and may be unwilling to switch to another section.</p> <p>The committee discussed strategies to improve enrollment decisions, including better access to relevant data. One approach could involve contacting waitlisted students to offer them alternative course options.</p> <p>Each division currently handles waitlists differently. Some divisions pull waitlist data early and email students, while others rely on more manual processes. If urgent, the Palmdale Center can assist with calling students.</p> <p>This approach could be explored for other disciplines, and all deans could potentially benefit from a more standardized system and involving calls from the Palmdale Center and/or emailing students to fill sections.</p>
Next Meeting Date:			
March 26, 2025			