Strategic Enrollment Management (2019-2020)

Meeting Agenda

NAME OF COUNCIL/TEAM: Strategic Enrollment Management (2019-2020)		
OBJECTIVE OF MEETING: Kickoff Meeting, Scope of the project		
DATE: 09/09/2019 **TIME:** 1:30pm	**LOCATION/ROOM #:** CTL **CALL-IN NUMBER:**+1 669 900 6833 **CALL-IN CODE:** 935 082 857	
FACILITATOR(S): Kale Braden, Dyne Eifertsen		
TIMEKEEPER:		
ASSISTANT: Kevin Porter		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	**Person(s) Responsible**	**Time Alloted**
Introductions and Check-in	Kale Braden/Dyne Eifertsen	20 min.
State of the Project: Enterprise Level Strategic Scheduling System (ELSS) & Ad Astra: Where we've Been. ~ Overview of ELSS Process at ARC and the District ~ State of Ad Astra Implementation ~ Structure of SEM meetings and Platinum Analytic calls.	Kale Braden/Dyne Eifertsen	20 min.
ACTION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
DISCUSSION ITEMS:		
Question	**Person(s) Responsible**	**Time Allotted**
Strategic Enrollment Management Charter (attached): Where We Are Going. ~ Evaluating what we have been charged to accomplish. ~ Establishing timelines and progress metrics	Kale Braden/Dyne Eifertsen	20 min.
SEM Deliverables (contained in Charter) and Punch List (attached): ~ Subdividing deliverables into specific tasks and items that need to be take care of. ~ Identifying additional work that needs to be a part of this project ~ Identifying work that relates to this project, but may be out of the scope of the SEM.	Kale Braden/Dyne Eifertsen	30 min.
Scoping out this project, what are our next steps?	Kale Braden/Dyne Eifertsen	30 min.
ITEMS FOR FUTURE CONSIDERATION:		
Topic		**Contact Person**

OTHER INFORMATION:	