

# Strategic Enrollment Management (2019-2020)

## Meeting Notes

<b>NAME OF COUNCIL/TEAM:</b> Strategic Enrollment Management (2019-2020)			
<b>OBJECTIVE OF MEETING:</b> Flesh out topics for SEM report. Provide report-out from Ad Astra Conference.			
<b>DATE:</b> 10/21/2019 <b>TIME:</b> 1:30pm	<b>LOCATION/ROOM #:</b> CTL <b>CALL-IN NUMBER:</b> +1 669 900 6833 <b>CALL-IN CODE:</b> 935 082 857		
<b>FACILITATOR(S):</b> Kale Braden, Dyne Eifertsen			
<b>TIMEKEEPER:</b>			
<b>ASSISTANT:</b> Kevin Porter			
<b>MEMBERS PRESENT:</b> Charles Braden, Roger Davidson, Dyne Eifertsen, Douglas Herndon, Dianne Meador, Kevin Porter, Marsha Reske, Kathryn Sorensen			
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>			
<b>UPDATES AND BRIEF REPORTS:</b>			
Topic	Person(s) Responsible	Notes	
Ad Astra Conference Report out	Kale Braden/Dyne Eifertsen/Kevyn Montaon	<ul style="list-style-type: none"> <li>- Braden, Eifertsen, and Montano attended annual Ad Astra conference last week.</li> <li>- Ad Astra technology and database system still evolving; thinking about equity data utilization and presentation; working on new "align" system with workflow approval capabilities.</li> <li>- Ad Astra close to having California Community College FTEF calculations figured out; working on WSCH and FTES.</li> <li>- Braden reaching out to Cabrillo College for mutual support opportunities.</li> </ul>	
<b>ACTION ITEMS:</b>			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Block Scheduling	Kale Braden/Dyne Eifertsen	<ul style="list-style-type: none"> <li>- Team reviewed draft block schedule guidelines document, which is based on prior work by Davidson.</li> <li>- Some form of block scheduling (with exceptions) will be essential to meeting our enrollment goals; most classes should at least start or end "on block" so students can take two or more classes per day.</li> </ul>	<ul style="list-style-type: none"> <li>- Team members should think about how block scheduling issues and exceptions would potentially be addressed in their own areas in preparation for deeper discussion next meeting.</li> </ul>
Schedule Decision rubrics: delineating categories	Kale Braden	<ul style="list-style-type: none"> <li>- College needs to have deeper discussions on logic behind class cap sizes, including issues of equity, classroom sizes, workloads, etc.</li> <li>- SEM team's reports to deans and chairs will be based on college productivity goal of 518.</li> </ul>	<ul style="list-style-type: none"> <li>- Braden working on top-level categories of classes that could use similar decision rubrics for when to add/subtract sections; will report back to team for input.</li> </ul>
FTEF allocation workflow--building the process.	Kale Braden	<ul style="list-style-type: none"> <li>- Currently, draft FTEF allocation for fall and spring comes from district in June, and is finalized in September (after semester already underway).</li> <li>- Variety of potential models for core-schedule FTEF allocation, including 1) based on where students are at on pathways, 2) based on what was successful in the past, and 3) based on number of full-time faculty. Team felt student need most important.</li> <li>- College needs mechanisms to nimbly move FTEF allocations around to meet shifts in demand, legislative changes, etc.</li> </ul>	
Scheduling process map.	Kale Braden	<ul style="list-style-type: none"> <li>- Team reviewed process map graphic created by Enterprise Level Scheduling Solution (ELSS) project team previously.</li> </ul>	<ul style="list-style-type: none"> <li>- Team will flesh out details and add business processes.</li> </ul>
<b>DISCUSSION ITEMS:</b>			
Question	Person(s) Responsible	Notes and Next Steps	

SEM Report, requesting extension from Student Success Council.	Kale Braden	- Braden asked for extension on final report deadline; now due in January.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>	<b>Contact Person</b>	
Would it be feasible to work on a two-year cycle to allow for six distinct rollover schedules (fall odd/even, spring odd/even, and summer odd/even) as well as broader rotation for lower-demand courses?	Kale Braden	
Where does SEM fall in to governance structure as it necessarily becomes a "standing committee"? Nomenclature needed.	Kale Braden	
What staffing needed to maintain strategic enrollment process going forward, and how keep sustainable?	Kale Braden	
Reach out to Sac State to come speak with us about how they are using Ad Astra and conducting enrollment management.	Kale Braden	

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