

# Strategic Enrollment Management (2019-2020)

## Meeting Notes

**NAME OF COUNCIL/TEAM:** Strategic Enrollment Management (2019-2020)

**OBJECTIVE OF MEETING:** Discuss Schedule Development Guidelines DRAFT, Block Schedule Guidelines DRAFT, and next steps

**DATE:** 10/28/2019

**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

**MEMBERS PRESENT:** Charles Braden, Michelle Brock, Roger Davidson, Dyne Eifertsen, Douglas Herndon, Dianne Meador, Kevyn Montano, Kevin Porter, Marsha Reske, Kathryn Sorensen

**SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):**

**UPDATES AND BRIEF REPORTS:**

Topic	Person(s) Responsible	Notes
Check-in	Kale Braden	<ul style="list-style-type: none"> <li>- Braden attended district meeting concerning Ad Astra implementation status of all four colleges; he broached topic of two-year planning with even/odd year rollover schedules.</li> <li>- Ad Astra developing FTEF software functionality in three phases: 1) incorporating static calculations of class FTEF, 2) moving FTEF calculations into sandbox for scenario testing, and 3) tying FTEF back to individual faculty members for tracking and reporting.</li> </ul>

**ACTION ITEMS:**

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
First reading of Schedule Development Guidelines (Draft)	Kale Braden	<ul style="list-style-type: none"> <li>- Team had first reading of draft Schedule Development Guidelines section of final report. Questions were posed, and suggestions were offered, by team.</li> <li>- Braden hopes team can finalize Schedule Development Guidelines soon, and submit to Student Success Council later this semester.</li> </ul>	

**DISCUSSION ITEMS:**

Question	Person(s) Responsible	Notes and Next Steps
Flesh out exceptions to Block Scheduling Guidelines: Process, Criteria, and Decision path.	Kale Braden	- Did not discuss.
Opt-Out Scheduling, Pathways, and multi-year scheduling.	Kale Braden	<ul style="list-style-type: none"> <li>- ARC is potentially moving to an opt-out scheduling model for first-year, direct-from-high school students, whereby a recommended class schedule is placed in the PeopleSoft shopping cart while meeting with a counselor or through HighPoint.</li> <li>- More discussion needed on how to maximize number of students who are able to complete math and English requirements in their first year. What's realistic, and how can it be institutionalized?</li> </ul>
Work through Common Definitions Draft: Identify additional terms needed to be a part of the document.	Kale Braden	- Team members were asked to continue to identify additional terms that need to be defined.
Phone Call with Ad Astra (2:30pm start).	Patrick Cain, Kale Braden, & Dyne	<ul style="list-style-type: none"> <li>- Ad Astra consultant Patrick Cain joined via conference call.</li> <li>- Cain shared how to access and manipulate core "pathway courses" in Platinum Analytics (PA) that could inform our scheduling procedures.</li> <li>- Cain has submitted request for summer and fall 2020 historical analyses runs.</li> <li>- Cain discussed meta-major pathways; status in PA currently unclear.</li> <li>- Team identified some incorrect majors and pathway data in PA to be corrected; closer</li> </ul>

Eifertsen

vetting needed.

- Full-time vs. part-time student designation in PA based on student's historical load.
- Momentum Year Report useful for determining students to contact directly to help them get on track. (Student communication protocols needed across ARC, however.)

**ITEMS FOR FUTURE CONSIDERATION:**

Topic	Contact Person

**OTHER INFORMATION:** - Next SEM meeting is November 18, 2019.