**Enrollment Management Committee Meeting Minutes**

**November 15th, 2011**

**12:30 pm to 2:00 pm Room CO- 420**

**Present: Diane Ahlborn, Barbara Cella, Paula Gunder, Kiran kamath(Co-Chair), Gail Newman, Len Price, Gil Rodriguez (Co-Chair) Jamila Stewart, Janice Townsen, Grace Villegas Julie Von Bergen, Nancy Whitman,**

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| **Agenda Topic** | **Desired Outcome** | **Facilitators** | **Time in mins** | **Follow-up notes:** |
| Welcome |  | Kiran/Gil | 2 |  |
| Review agenda | Gain shared  Understanding about today’s discussion, outcomes and time allocated to each topic | Gil/Kiran | 3 | * Agenda reviewed and accepted |
| Enrollment  Management  Definition | Agreed upon definition of enrollment management | All | 10 | * Reviewed new definition * Accepted |
| Enrollment Management Principles | Agreed upon enrollment management principles | All | 10 | * Open discussion on the 5 principles * Expand on each of the categories with sub categories. * Suggestion that action verbs be added to each sub category * Discussed rewording and adding more verbiage to sub category * Principles to be rewritten and presented at next meeting |
| Enrollment Management  Plan | Direction on type of plan to develop | Gil/Kiran | 10 | * Reviewed latest LMC Management Enrollment Plan * Redo plan starting with Fall 2012 and update by using present goals and strategic plans |
| Schedule Development Guidelines  *Please review the SRJC Schedule Development Guidelines (handout from last meeting* | Plan for developing Schedule Development Guidelines | Kiran/Gil | 30 | * Should a column be added to the grid for Co-Op Education? * Discussion around setting up grid and what should go into each column and number of tiers * Everyone is ok with using Santa Rosa tiers * Need to decide where innovation is going to lie in the rules of the tiers |
| Pluses and Wishes | Feedback for future meetings | Kiran/Gil | 5 | * No homework |
| Next Steps | Agenda items for next meeting  Next meeting on Feb 21st  12:30 pm – 2:00 pm |  |  |  |