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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 |  |
| Enrollment ManagementDefinition | Agreed upon definition of enrollment management | All | 10 |  |
| Enrollment Management Principles | Agreed upon enrollment management principles | All | 10 |  |
| Enrollment Management Plan | Direction on type of plan to develop | Gil/Kiran | 15 |  |
| Schedule Development Guidelines*Please review the SRJC Schedule Development guidelines (handout from last meeting)* | Plan for developing schedule development guidelines | Kiran/Gil | 30 |  |
| Plusses and wishes | Feedback for future meetings | Kiran/Gil | 5 |  |
| Next steps: | Agenda items for next meetingNext meeting on Feb 21, 12:30 pm to 2 pm | Gil/Kiran | 5 |  |

**Enrollment Management Committee Meeting Agenda**

**November 15, 2011**

**12:30 pm to 1:50 pm; Room CO 420**