

# LOS MEDANOS COLLEGE

Strategic Enrollment Management Agenda  
Tuesday, September 5, 2023 from 3:30pm – 5:00 pm

Voting Members in person: L109 and BRT-125

Zoom Option for Non-Voting Members and the Public:

<https://4cd.zoom.us/j/89807873783>

Meeting ID: 898 0787 3783

Tri-Chairs: A'kilah Moore (Vice President of Instruction, Interim), Tanisha Maxwell (Vice President of Student Services) and Carlos Montoya (Vice President of Business and Administrative Services)

Voting Members: Dave Belman (Dean of Student Success), Roseann Erwin (Brentwood Center & Distance Education Librarian), Mary Grigsby (LMCAS), John Gutierrez (LMCAS), Rikki Hall (Admissions & Records Director), Syed Hussain (Adjunct Political Science Faculty), Connie Konsavage (Admissions & Records Assistant, Sr.), Ryan Pedersen (Sr. Dean of Planning & Institutional Effectiveness), Lawrence Punsalang (DSPS Assistant), Ginny Richards (DSPS Manager), Michael Simpson (Lead Admissions & Records Assistant), Sara Toruno-Conley (English Faculty) and Grace Villegas (Curriculum Management Specialist)

Participatory Non-Voting Members: Nicole Almassey (Academic Manager – Outreach), Rachel Anicetti (Academic Manager Transfer Center), Jeffrey Benford (Dean of Counseling and Student Support), Juliet Casey (Marketing & Media Design Director), Eloine Chapman (Sr. Web Administrator), Dennis Franco (Interim Dean of Instruction: CTE and Workforce Development), Louie Giambattista (Curriculum Chair/Computer Science Faculty), Michelle Mack (Counselor), Aprill Nogarr (Dean of Instruction: Liberal Arts), Janith Norman (DE Coordinator), Rudolf Ryan Rose (Counselor), Nicole Trager (Interim Dean of Instruction: Math & Science), and Eileen Valenzuela (Office of Instruction, Supervisor)

Meeting Logistics & Support – Irma Gregory, Mika Mobley and Michele Laruta

Item #	Agenda Time	Topic/Activity	Lead	Information Discussion Action
1.	3	Welcome, Introductions	Tri-Chairs	I
2.	5	Roll Call/Quorum/ Membership Status by Constituency Group	Irma and Mika	D/A
3.	5	Public Comments		I
4.	5	Approve Agenda– September 5, 2023 Approve Minutes– May 2, 2023	All	A
5.	10	One Year Scheduling Calendar	Nicole and Ryan	A, D
6.	5-10	SEA Budget Update	Rosa and Tanisha	I, D
7.	10	Student Success Team Model Implementation	Rosa, Tanisha and Dennis	I, D
8.	15	SEM Committee Purpose, Function and Composition	All	D
9.		Adjourn Next Meeting: September 19, 2023 at 3:30pm		

**2024-2025**  
**One Year Schedule Implementation Timeline**

Fall 2024/Spring 2025/Summer 2025 Schedule Building Timeline	JULY							Related Important Dates (TENTATIVE)
	S	M	T	W	TH	F	S	
							1	
	2	3	H	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
	30	31						
	AUGUST							
	S	M	T	W	TH	F	S	
			1	2	3	4	5	
	6	7	8	9	10	11	12	7-Fall 2023 Group 7 Registration
	13	14	15	16	17	18	19	16-18 FLEX; 19-20 Fall SA/SU Classes Begin
	20	21	22	23	24	25	26	21 Fall Semester Begins
	27	28	29	30	31			
	SEPTEMBER							
	S	M	T	W	TH	F	S	
						1	H	1-Fall 2023 Last day to drop with a refund
	H	H	5	6	7	8	9	4-Fall 2023 Last day to add classes, Last day to drop without W; 5 - Fall 2023 Census Day
11- Scheduler posts/emails first drafts to Department Chairs	10	11	12	13	14	15	16	
Sept. 12 - Oct. 30 Department Chairs review first drafts	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	OCTOBER							
	S	M	T	W	TH	F	S	
	1	2	3	4	5	6	7	
	8	H	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
31 Department Chairs submit first drafts w/changes to Deans	29	30	31					
	NOVEMBER							
	S	M	T	W	TH	F	S	
1-9 Deans review first drafts				1	2	3	4	
	5	6	7	8	9	H	11	9-Fall 2023 Last day to drop with a W
13 Deans submit first drafts w/changes to Scheduler;	12	13	14	15	16	17	18	13-14 Spring 2024 Group 1 Registration; 15 Group 2 Registration; 16-17 Group 3A Registration
14-Jan. 12 Scheduler inputs changes to first drafts	19	20	21	22	H	H	H	20-21 Spring 2024 Group 3B Registration; 22 Group 3C Registration
	H	27	28	29	30			27-28 Spring 2024 Group 3D Registration; 30 Group 3E Registration
	DECEMBER							
	S	M	T	W	TH	F	S	
						1	2	2-3 - Fall SA/SU Classes End