

# LOS MEDANOS COLLEGE

## Strategic Enrollment Management Minutes Tuesday, December 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/7053037009?omn=85856008394> Meeting ID: 705 303 7009

Tri-Chairs: A’kilah Moore (Vice President of Instruction, Interim), Tanisha Maxwell (Vice President of Student Services) and Rosa Armendariz (Dean of Equity Inclusion, Interim)

Voting Members: Dave Belman (Dean of Student Success), Roseann Erwin (Brentwood Center & Distance Education Librarian), 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 (Outreach Program Coordinator), Ginny Richards (DSPS Manager), Michael Simpson (Lead Admissions & Records Assistant), Sara Toruno-Conley (English Faculty), and Irene Sukhu (Curriculum Management Specialist)

Participatory Non-Voting Members: Nicole Almassey (Classified Manager – Outreach), Rachel Anicetti (Academic Manager Transfer Center), Jeffrey Benford (Dean of Counseling and Student Support), Juliet Casey (Marketing & Media Design Director), Dennis Franco (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 and Michele Laruta

Topic/Activity	Notes
1. Welcome	Dr. Tanisha M.J. Maxwell opened the meeting at 3:30pm.
Constituent Representatives: Verify voting members & Roll Call <ul style="list-style-type: none"><li>Managers: Dave Belman, Rikki Hall, Ryan Pedersen, &amp; Ginny Richards</li><li>Classified: Lawrence Punsalang, Michael Simpson, Grace Villegas, and Connie Konsavage</li><li>Faculty: Syed Hussain, Sara Toruno-Conley, Roseann Erwin and 1 vacancy</li><li>Students:</li></ul>	<p>Membership attendance was confirmed to establish a quorum.</p> <ul style="list-style-type: none"><li>- Managers: Ginny Richards; Rikki Hall, Ryan Pedersen, Dave Belman</li><li>- Classified: Connie Konsavage, Irene Sukhu, Lawrence Punsalang; Absent: Michael Simpson</li><li>- Faculty: Roseann Erwin; Absent: Syed Hussain, Sara Toruno-Conley</li></ul> <p>No student constituency representation.</p> <p><u>A quorum was met.</u></p>

2. Announcements, Public Comments	An announcement was made about a holiday parade in Pittsburg scheduled for Saturday, December 9, 2023, with participants encouraged to sign up by 5 pm on December 5, 2023. The Outreach team will provide the participants with hats, gloves, and scarves depicting the LMC colors. It was confirmed that coloring books and candy will be available for children at the event.
3. Approve Agenda– December 5, 2023 Approve Minutes– October 17, 2023	12/05/23 Agenda approved: M/S: C. Konsavage/R. Pedersen, motion carried (8-0-0) 10/17/23 Minutes approved: M/S: R. Hall/ L. Punsalang, abstains: R. Pedersen, R. Erwin; motion carried (6-0-2)
4. LMC Pathways Work Group Report	<p>Dr. Maxwell led a discussion about the roles of Success Team members, focusing on the Instructional Dean, Counselor, Faculty Mentor, and Student Ambassador roles.</p> <p>Dr. Maxwell announced that on December 1<sup>st</sup> two new Success Coaches, Nicolas Diaz-Galarza and Veronica Ortiz, joined the Success Team composed of Melina Rodriguez, Success Coach, and Letta Greene, Program Coordinator. It was clarified that all the job descriptions revised by the workgroup carry mutual responsibilities marked with an asterisk in the presentation.</p> <p>All job descriptions, revised by the workgroup, were presented with mutual responsibilities marked with an asterisk. Some uncertainties arose, particularly regarding the Instructional Dean's duties, sparking discussions on the potential reassignment of duties to the Pathway Program Coordinator. Another concern was about collecting and analyzing data. Several committee members voiced their preference to see specific duties in each job description vs. overarching responsibilities. It could be achieved by defining specific roles within the classification specifications. Dr. Maxwell suggested taking the issues back to the workgroup for further review.</p> <p>It was noted that R. Hall left the meeting at 4:02pm.</p> <p>Dr. Maxwell continued the discussion focusing on the role of Student Ambassadors in the Student Success teams. Dr. Trager noted that the duties support the initial stage of onboarding students but do not provide support for continuing students. The discussion centered on the mentorship aspects of the duties. Dean Belman clarified that LMC has a strong infrastructure in the majority of areas where students need support; that is why Student Ambassadors are mainly tasked with assisting students in navigating the college resources; however, it was also mentioned that there are new emerging areas, like peer tech support, where mentoring would be appreciated. The team agreed on the need to be intentional in defining the Student Ambassadors' responsibilities to connect students with internal and external resources. It was suggested to consider the Caring Campus approach and incorporate where appropriate “a warm handoff” for the references.</p> <p>Dr. Maxwell announced the plan to hire Student Ambassadors based on hours needed per pathway per week. Further, the role of Faculty Mentors was discussed. The emphasis of the role was on creating a supportive environment for students and facilitating communication among faculty across multiple disciplines and departments. It was suggested for the workgroup to interview existing Faculty Liaisons to capture the success and challenges of this role and incorporate findings into the job description. Dr. Trager mentioned that MESA has a State-required, paid faculty liaison member. She suggested to reach out to Mindy and Julio.</p>

	<p>The team also discussed the use of current student communication and early alert software, with R. Pedersen suggesting that faculty members should be trained on these tools. I. Sukhu raised a concern that people might not be aware of the terms like “raising a flag” that are used in the job description.</p> <p>L. Giambattista suggested seeking preliminary input on the job descriptions at the Department Chair meetings. Dr. Maxwell confirmed the plans to present the information at the Department Chair meeting as well as at the Academic Senate meeting.</p>
4. Updates related to the strategic scheduling.	<p>R. Pedersen informed the members that the Strategic Scheduling workgroup works on determining the most efficient tool to inform different constituencies about the annual scheduling process. He mentioned that the workgroup plans to look into Cal-GETC in connection with students’ schedules as well as at the ties to Guided Pathways.</p>
Adjourn	<p>The meeting adjourned at 5:04pm. M/S: R. Pedersen/I. Sukhu, motion carried (7-0-0)</p>