



Strategic Enrollment Management Minutes
Tuesday, October 04, 2022 from 3:30 – 5:00 pm

Join Zoom Meeting: <https://4cd.zoom.us/j/82519130461>

Phone: (669) 900-6833

Meeting ID: Meeting ID: 825 1913 0461

Passcode: 913168

Tri-Chairs: Natalie Hannum (Vice President of Instruction), 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), Milton Clarke (Political Science Faculty), Rikki Hall (Admissions & Records Director), Syed Hussain (Adjunct Political Science Faculty), Libby Oye (LMCAS Senator) Ryan Pedersen (Dean of Instruction: Math & Sciences), Lawrence Punsalang (DSPS Assistant), Ginny Richards (DSPS Manager), Michael Simpson (Lead Admissions & Records Assistant), Beth Ann Stone (Administrative Assistant, Sr.), Sara Toruno-Conley (English Faculty), Nicole Trager (MESA Director) and Grace Villegas (Academic Scheduling Specialist)

Participatory Non-Voting Members: Nicole Almassey (Interim Academic Manager – Outreach), Rachel Anicetti (Academic Manager Transfer Center), Jeffrey Benford (Dean of Counseling and Student Support), Dennis Franco (Interim Dean of Instruction: CTE and Workforce Development), Morgan Lynn (Curriculum Chair/English Faculty), Michelle Mack (Counselor), Aprill Nogarr (Dean of Instruction: Liberal Arts), Janith Norman (DE Coordinator), Rudolf Ryan Rose (Counselor), Eileen Valenzuela (Office of Instruction, Supervisor) and Julie Von Bergen (Math Faculty)

Meeting Logistics & Support: Leetha Robertson & Irene Sukhu

Call to order: 3:33pm

| Topic/Activity | Notes |
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| Welcome, Announcements, Public Comments Constituency Representation: <ul style="list-style-type: none">• Managers: Dave Belman, Rikki Hall, Ryan Pedersen & Ginny Richards• Classified: Lawrence Punsalang, Michael Simpson, Beth Ann Stone, and Grace Villegas• Faculty: Milton Clarke, Syed Hussain, Sara Toruno-Conley and Nicole Trager• Students: Libby Oye and 3 vacancies | <p>N. Hannum and T. Maxwell called the meeting to order at 3:33pm. It was announced that LMC has a new Marketing Director, Juliet Casey-Geary. She introduced herself to the group and the group expressed their excitement to have her on board.</p> <p>Membership attendance was confirmed to establish a quorum and to determine the number of constituent vacancies.</p> <ul style="list-style-type: none">• Managers: Dave Belman, Ryan Pedersen, Ginny Richards. <i>Absent:</i> Rikki Hall• Classified: Michael Simpson, Beth Ann Stone, Grace Villegas. <i>Absent:</i> Lawrence Punsalang• Faculty: Milton Clarke, Syed Hussain, Sara Toruno-Conley, Nicole Trager• Students: Libby Oye, 3 vacancies |
| Approve Agenda – October 04, 2022 Approve Minutes – September 20, 2022 | 10/04/22 Agenda approved: M/S: M. Simpson/S. Hussain; unanimous 09/20/22 Minutes approved: M/S: V. Richards/B. Stone; unanimous |



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Setting the Stage: Top 5 Reasons for GP

- . . .and they are . . .
- Position Descriptions for Success Coaches
- Additional faculty support
 - Counseling faculty - degree checklists
 - Faculty - one-year scheduling

Setting the Stage: Top 5 Reasons for GP

SEM 2.0 members were asked to provide responses as to *why Guided Pathways is important*. T. Maxwell read responses from five individuals:

1. Clarification of requirements for students' academic goals. Connection and engagement to the college. Clarification for students to know who to contact for support.
2. Increase retention. Increase a sense of belonging. Decrease time to completion
3. Build community. Counseling knowledge and specificity and consistency. Building relationship with the counselor throughout the students' journey. Create a sense of belonging.
4. Make information more relevant for the students. Make the college more proactive in the student experience. Customization based on pathway. Acknowledge that students need different types of support at different times of the year.
5. Create internal organization to provide students with clear, consistent, directed, and relevant support (relevancy meaning content that is meaningful and specific to the student). To foster a stronger sense of belonging and greater support through relationships with peers and employee networks. Build community among students looking for affinity with other students in similar fields.

T. Maxwell reiterated the reasoning behind the “why” of Guided Pathways and the “what” does the college hope to accomplish as a result of the implementation.

Position Descriptions for Success Coaches and Additional Faculty Support

Provided with the meeting invitation were the position descriptions for success coaches and reassign time. There are also two faculty positions that are in progress, one for the one-year schedule (reviewed by the Strategic Scheduling group) and the other for Guided Pathways alignment (reviewed by the SEM 2.0 group). These documents are also posted on the SEM website at

<https://www.losmedanos.edu/enrollmentmanagement/agendasandminutes.asp>



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| <p>Workgroup Breakout</p> <ol style="list-style-type: none">1. Strategic Scheduling Group (Carlos & Ryan) Goal: Develop a one-year schedule<ul style="list-style-type: none">• Review & Revise the FTEF by discipline• Review & Revise the 5-year FTEF model• Review & Recruit Faculty Coordinator (OAS)2. Integrated Student Support & Retention (ISSR) Group (Tanisha & Dennis) Goal: SEM 2.0 Success Team Design & Implementation<ul style="list-style-type: none">• Confirm SEM 2.0 members• Finalize the composition of the Success Teams• Finalize role and function of each member• 1st Semester Intervention• Professional Development for Success Teams3. Curriculum Analysis Group (Natalie & Aprill) Goal: Program Sequencing & ZTC Implementation<ul style="list-style-type: none">• Sequencing update• Sequencing downloads & distribution• New GE CalGETC requirements• Inflation of area C4. Marketing Group (not meeting this session) | <p>N. Hannum reviewed the tasks and goals for each working group as stated in the agenda. There was discussion regarding the names associated with each workgroup. These names are simply listed to assist with facilitating the workgroup and to provide overarching accountability but all voices are heard and matter. D. Franco expressed his concern and suggested to co-lead the structure at the next meeting because it is important to have all members at the table. N. Hannum agreed and suggested that the individual workgroups adjust their co-facilitators, if needed, and bring back the information to the group. The group dispersed into breakout rooms for 60 minutes.</p> |
| <p>Speed Report: Breakout Groups</p> | <ol style="list-style-type: none">1. Strategic Scheduling Group C. Montoya reported that the group reviewed and reset expectations. The group reviewed goals and objectives from the Strategic Enrollment Management plan. Additionally, the group reviewed bandwidth, general questions, and the five-year goal data metric component to help guide future discussions.2. Integrated Student Support & Retention (ISSR) Group D. Franco stated that there was strong advocacy to add a manager position to oversee the student success teams to help solve problems, provide standard training, act as a |



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| | <p>liaison for different departments, and to monitor clear communication across all success teams. He shared that the group expressed the need for a pathway tailored for and to students who are undecided and exploring their options. The group agreed to meet again before the next scheduled meeting to have sufficient time to hash out the details of the job descriptions.</p> <p>3. Curriculum Analysis Group</p> <p>A. Nogarr shared that the group discussed the work that the departments completed last year. The group reviewed the sequencing document by looking at a completed sequence and how it translated into eLumen. This helped to reiterate the importance of the programs aligning to COCI. A. Nogarr also stated that the implementation of the new CALGETC requirements might be beneficial for the group because it will allow for more flexibility in eLumen. The group also discussed Area C and how critical it is to ensure that any advertising and programs offered to students are clear, concise, and accurate. The topic of the Liberal Arts degree, who is responsible and where it should be housed came up.</p> <p>Based on the report-outs and the workgroups stating that they needed more time to get through all tasks and objectives, N. Hannum suggested that the next SEM meeting allot most of its time for workgroup breakout rooms to allow for more work to be completed. The group agreed.</p> |
| Adjourn | <p>Meeting adjourned at 5:04pm. M/S: B. Stone/D. Belman, unanimous</p> |