



Strategic Enrollment Management Minutes

Tuesday, October 18, 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
Welcome, Announcements, Public Comments, Constituency Representation: 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	N. Hannum opened the meeting at 3:33pm and asked the group for announcements. N. Almassey reminded the group that the Dreamer's Conference that is happening this Saturday, October 22, 2022 from 1:30pm-4:30pm. It is called <i>"Igniting the Dream: Día de la Familia"</i> and is in-person at the LMC Pittsburg campus. All are welcome.
Approve Agenda – October 18, 2022 Minutes– October 4, 2022 – Approval deferred to next meeting	10/18/22 Agenda approved: M/S: M. Simpson/R. Pedersen, unanimous 10/04/22 Minutes: approval deferred to next meeting



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Workshop Planning Overview – Tuesday, November 1st (Utilize Dept. Chair/SEM Meeting times) Campus-wide invitation; In person session to include presentation from each group to identify needs & get feedback.	<p>N. Hannum proposed to combine the next SEM meeting on Tuesday, November 1 with the Department Chair meeting to create a combined workshop, specifically working on curriculum analysis and strategic scheduling tasks. This will allow for the department chairs to see the work that is being done. N. Hannum asked the group for their thoughts and/or concerns. L. Punsalang asked if the workshops will be available as hyflex. N. Hannum stated that hyflex is an option but the preferred method of attendance is in-person, to allow for participation in hands-on group brainstorming activities.</p> <p>M/S: G. Villegas/N. Trager, 9/10 with one abstention</p>
Workgroup Breakouts 1. Strategic Scheduling 2. ISSR - SEM 2.0 Success Team Design & Implementation 3. Curriculum Analysis 4. Marketing	<p>N. Hannum introduced the breakout room activities. She also introduced Juliet Casey-Geary, the new Marketing Director. Juliet introduced herself. Natalie shared that Eloine Chapman has developed a prototype for the Guided Pathways website, which will be shared in the Marketing breakout room.</p> <p>N. Hannum asked that after conferring together, that the Curriculum Analysis group join the Strategic Scheduling breakout room; A. Nogarr will lead that charge. N. Hannum shared the breakout group note template, which has been sent to the group facilitators. The goal for this template is to have a live document housed in one place for easier access and historical context. The group dispersed into breakout rooms for 55 minutes.</p>
Workgroup report out (2-3 minutes each)	<p>T. Maxwell facilitated the workgroup report out.</p> <p>1. Strategic Scheduling Group</p> <p>C. Montoya stated that the group reviewed three items:</p> <ul style="list-style-type: none">a) reviewed the job description for reassign time (OAS)b) reviewed the FTES and FTEF productivityc) there was not enough time to complete this task but the group discussed analysis with the benefit of Curriculum Analysis joining the group- will defer this topic to future meetings



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	<p>2. Integrated Student Support & Retention (ISSR) Group</p> <p>T. Maxwell shared that the group looked at the different work that was focused on success teams and how to move forward with the job description for the success coaches. D. Franco added that there was robust discussion about the duties and responsibilities of the success coach job description. M. Lynn asked if there was a desirable requirements/college policy for the OAS and reassign time. N. Hannum responded that there is a draft policy that is on its way to Academic Senate and will be codified by UF language and that this will be added this to the procedure moving forward.</p> <p>3. Curriculum Analysis Group</p> <p>A. Nogarr reported that M. Lynn updated the group about the GE pattern changes. The group discussed that the CALGETC is upcoming and how the Liberal Arts degrees are moving forward and their student impact in the bigger picture of Guided Pathways.</p>
Adjourn	Meeting adjourned at 5:00pm. M/S: G. Villegas/ R. Hall, unanimous