

## Strategic Enrollment Management Workshop Minutes

Tuesday, November 1, 2022 from 2:15pm – 5:00 pm

In Person: Library Room L-109 *or*

Join Zoom Meeting: <https://4cd.zoom.us/j/82519130461> Phone: (669) 900-6833

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 (Social 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) **Absent Voting Members:** Milton Clarke & Syed Hussain

**Participatory Non-Voting Members:** Nicole Almassey (Interim Academic Manager – Outreach), Rachel Anicetti (Academic Manager Transfer Center), Jeffrey Benford (Dean of Counseling and Student Support), Juliet Casey (Director of Marketing & Media Design), Eloine Chapman (Sr. Web Administrator), 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) **Absent Participatory Non-Voting Members:** Eloine Chapman & Julie Von Bergen

**Guests:** Department Chairs & College Community, James Todd, Bryan Ventura **Department Chairs:** Jill Bouchard, Victor Coronado, Kurt Crowder, Nina Ghiselli, Louie Giambattista, Paula Gunder, Kyle Hanks, Silvester Henderson, Michelle Mack, Liana Padilla-Wilson, Melissa Pon, Lucy Snow, Janice Townsend, Penny Wilkins **College Community:** Letta Green, Sandra Mills

**Meeting Logistics & Support:** Leetha Robertson & Irene Sukhu

**Call to order:** 2:18pm

Topic/Activity	Notes
Welcome, Introductions, Announcements, Public Comments	<p>N. Hannum opened the meeting at 2:18pm and asked the group for announcements.</p> <p>G. Villegas announced that the Classified Senate is hosting the Winter Gala on Saturday, December 3 in the LMC Student Union. There will be dinner and live band. The event is for those 21 or older, as alcohol will be served. Tickets are \$50/person and sold at the Cashier's Office. This event is open to the community and hosted to support Classified Senate and students as the money raised will be contributed to the Classified Senate student scholarship fund.</p> <p>L. Robertson announced that the LMC Foundation sent an email to all employees encouraging those to apply for mini grants up to \$3,000.</p> <p>The tri-chairs introduced themselves:  N. Hannum: Vice President of Instruction supporting Curriculum Analysis  T. Maxwell: Vice President of Student Services supporting Integrated Student Support &amp; Retention (ISSR)</p>

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	<p>C. Montoya: Vice President of Business &amp; Administrative Services supporting Strategic Scheduling</p> <p>N. Hannum explained the format of the workshop and reviewed the agenda with the group. The rooms that are available for breakout groups are L105- Strategic Scheduling, L106- Curriculum Analysis, L109-ISSR, L112- Marketing. N. Hannum encouraged the group to join and participate in other breakout groups/cross-pollinate between work groups.</p>
<p><b>Approve Agenda</b>– November 1, 2022</p> <p><b>Approve Minutes</b>– October 4 and October 18, 2022</p>	<p>11/01/22 Agenda approved: M/S: R. Hall/G. Villegas, unanimous (9-0-0)</p> <p>10/04/22 Minutes approved: M/S: Trager/Punsalang, with the correction “co-lead”, one abstention (8-0-1)</p> <p>10/18/22 Minutes approved: M/S: R. Pedersen/R. Hall, unanimous (9-0-0)</p>
<p><b>Constituent Representatives:</b> Verify voting members &amp; Roll Call</p> <ul style="list-style-type: none"> <li>• <b>Managers:</b> Dave Belman, Rikki Hall, Ryan Pedersen &amp; Ginny Richards</li> <li>• <b>Classified:</b> Lawrence Punsalang, Michael Simpson, Beth Ann Stone, and Grace Villegas</li> <li>• <b>Faculty:</b> Milton Clarke, Syed Hussain, Sara Toruno-Conley and Nicole Trager</li> <li>• <b>Students:</b> Libby Oye and 3 vacancies</li> </ul>	<p>Roll call was taken by L. Robertson (in-person and virtual).</p> <p>All SEM voting members were present except for M. Clarke and S. Hussain.</p>
<p><b>Workshop Overview</b></p>	<p>T. Maxwell thanked the Department Chairs and faculty for attending the workshop and participating in the SEM working meeting. T. Maxwell gave an overview of the four groups and their respective goals. She also encouraged the faculty members to disperse within all groups.</p> <p><u>1. Strategic Scheduling Group</u> Goal: Develop a one-year schedule</p> <ul style="list-style-type: none"> <li>• Review &amp; Revise the FTEF by discipline</li> <li>• Review &amp; Revise the 5-year FTEF model</li> <li>• Review &amp; Recruit Faculty Coordinator (OAS)</li> </ul> <p><u>2. Integrated Student Support &amp; Retention (ISSR) Group</u> The Chancellor’s Office assigned two student success coaches to assist with the Guided Pathways implementation: James Todd and Bryan Ventura.</p>

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	<p>Goal: SEM 2.0 Success Team Design &amp; Implementation</p> <ul style="list-style-type: none"> <li>• Confirm SEM 2.0 members</li> <li>• Finalize the composition of the Success Teams</li> <li>• Finalize role and function of each member</li> <li>• 1st Semester Intervention</li> <li>• Professional Development for Success Teams</li> </ul> <p><u>3. Curriculum Analysis Group</u></p> <p>Goal: Program Sequencing &amp; Zero-Textbook Cost (ZTC) Implementation</p> <ul style="list-style-type: none"> <li>• Sequencing update</li> <li>• Sequencing downloads &amp; distribution</li> <li>• New GE CalGETC requirements</li> <li>• Inflation of Area C</li> </ul> <p><u>4. Marketing Group</u></p> <ul style="list-style-type: none"> <li>• The group is in the process of formulating their goals and objectives, which will be tied to the other working groups and how the group can continue to galvanize around marketing communication of the initiatives and priorities of SEM.</li> </ul>
<p><b>Support Positions Update – Recruiting and Timeline</b></p> <p><b>Workgroup Facilitators - Manager, Classified, Faculty</b></p>	<p><u>Support Positions Update:</u> N. Hannum stated that the group is reviewing OAS (Other Academic Services) time in Counseling to assist with updating degree checklists and other reassign time for faculty support pertaining to the one-year scheduling. The OAS and reassign positions will be advertised next week.</p> <p><u>Workgroup Facilitators:</u> N. Hannum also informed the working groups to identify one Classified Professional, one manager, and one faculty member to ensure a collaborative environment.</p>

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<p><b>Workgroup Breakout</b>  <a href="#">SEM 2022-2023 Work Plan Template</a></p> <p>1. Strategic Scheduling Group  Goal: Develop a one-year schedule</p> <ul style="list-style-type: none"> <li>Review &amp; Revise the FTEF by discipline</li> <li>Review &amp; Revise the 5-year FTEF model</li> <li>Review &amp; Recruit Faculty Coordinator (OAS)</li> </ul> <p>2. ISSR Group  Goal: SEM 2.0 Success Team Design &amp; Implementation</p> <ul style="list-style-type: none"> <li>Confirm SEM 2.0 members</li> <li>Finalize the composition of the Success Teams</li> <li>Finalize role and function of each member</li> <li>1st Semester Intervention</li> <li>Professional Development for Success Teams</li> </ul> <p>3. Curriculum Analysis Group  Goal: Program Sequencing &amp; ZTC Implementation</p> <ul style="list-style-type: none"> <li>Sequencing update</li> <li>Sequencing downloads &amp; distribution</li> <li>New GE CalGETC requirements</li> <li>Inflation of Area C</li> </ul> <p>4. Marketing Group</p>	<p>N. Hannum discussed and shared the workplan template that is to be filled out by the group to capture activities and timelines. The template lists the three major overarching goals and their respective worksheets of activity timelines:</p> <ol style="list-style-type: none"> <li>1. Develop a one-year schedule</li> <li>2. Success Team Design and Implementation</li> <li>3. Program Mapping and ZTC Scale &amp; Adoption</li> </ol> <p>The group dispersed into breakout rooms for 90 minutes.</p>
<p><b>Workgroup Report Out (5-7 minutes per group)</b></p>	<p><u>1. Strategic Scheduling Group</u>  R. Pedersen shared that the group reviewed its scheduling practices, reviewed the scheduling spreadsheets, and completed the columns by noting which portions could be included in the one- or two-year scheduling process. Next steps are to work on the identification of the one- to two-year schedule and the calendar and also regarding the OAS position and building out the model.</p> <p><u>2. ISSR/SEM 2.0 Group</u>  D. Franco shared that the group had robust discussion and worked through some of the descriptions of different buckets pertaining to roles. Progress was made. T. Maxwell added that they engaged in design</p>

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	<p>thinking and included the student perspective. T. Maxwell reminded the group that this is an iterative process that will continue to put students at the center of the process. The group's next step is to compile the notes and information and vote on the student success model, which will then be taken to SEM.</p> <p><u>3. Curriculum Analysis Group</u></p> <p>A. Nogarr shared the group's workplan template and stated that they had a productive session. B. Stone and E. Valenzuela presented the program aspects and program sequencing in e-Lumen. It is a recommendation from this group to no longer use the degree checklist but rather the program sequencing documents. There was discussion about new CALGETC path and how it is moving forward. English 95 has been removed from the course catalog.</p> <p>N. Hannum added that the degree checklist will be on the agenda for the next meeting to discuss further. One point of discussion is that the degree checklists need to be updated so it is important to address who is updating them regularly. J. Townsend shared that there should be faculty feedback involved in the degree checklist process. She stated that students like the checklists. M. Lynn added that the group is thinking of morphing the degree checklist into a useful document not necessarily discarding it completely. M. Lynn also stated that departments can create their own version but as an institution will improve the current checklist and consistency of the language "program sequencing."</p> <p><u>4. Marketing Group</u></p> <p>J. Casey-Geary stated that she joined the SEM 2.0 group to clarify and learn where marketing efforts can help with messaging and establishing a common language for students.</p>
Adjourn	<p>Meeting adjourned at 4:52pm</p> <p>M/S: G. Villegas/R. Hall, unanimous</p>