



**Strategic Enrollment Management Minutes**  
**Tuesday, March 7, 2023 from 3:30 – 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/87548535924?pwd=ZjVZU3N4NEl2MEk3dIkwEg5WUjVWZz09>

Meeting ID: 875 4853 5924

Passcode: 045980

**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), 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), Sara Toruno-Conley (English Faculty), Nicole Trager (MESA Director) and Grace Villegas (Academic Scheduling 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), Eileen Valenzuela (Office of Instruction, Supervisor) and Julie Von Bergen (Math Faculty)

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

Topic/Activity	Notes
Welcome, Announcements, Public Comments	N. Hannum opened the meeting at 3:32 pm. N. Hannum announced Dr. Nicole Trager as the new Interim Dean of Math & Sciences. R. Hall announced that there is a set-up for Brentwood; today G. Richards is in BRT-135 with her laptop.
Brown Act Meeting Requirements	I. Sukhu informed the group that the Brown Act AB 2449 requires voting members to attend Brown Act committee meetings in-person. There are dedicated meeting spaces both Pittsburg and Brentwood campuses for SEM (L109 and BRT-135). A voting member unable to attend in-person will need to complete a teleconference waiver. Refer to Dr. Ralston's emails for more information.
Constituent Representatives: Verify voting members & Roll Call <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 and Grace Villegas, and 1 vacancy</li><li><b>Faculty:</b> Syed Hussain, Sara Toruno-Conley, Nicole Trager and 1 vacancy</li><li><b>Students:</b> Libby Oye and 3 vacancies</li></ul>	<b>Managers:</b> All are present. <b>Classified:</b> 3 of 4 are present, with 1 vacancy. B. Stone is stepping down and the group will need another classified professional representative. <b>Faculty:</b> 3 of 4 are present, with 1 vacancy. N. Trager as the interim dean will step down from being a faculty representative. <b>Students:</b> None are present. The group will confirm if Libby Oye is still a representative and able to participate. Quorum was met. The group made a motion to approve S. Toruno-Conley to be able to vote because she is a voting member attending via zoom per a teleconference waiver: M/S: R. Pedersen/G. Villegas, motion carried

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<p><b>Approve Agenda</b>– March 7, 2023 <b>Approve Minutes</b>– February 7, 2023 (no meeting February 21, 2023)</p>	<p><b>03/07/23 Agenda approved:</b> M/S: R. Pedersen/R. Hall, motion carried <b>02/07/23 Minutes approved:</b> M/S: L. Punsalang/D. Belman, motion carried</p>
<p><b>1yr schedule development - Re-evaluation of 2yr scheduler</b></p>	<p>R. Pedersen shared an update on the annual scheduling process. The goal of the SEM committee was to develop a 1 to 2 year scheduling process. This is comprised of building a “shadow scheduling” process. District change in Colleague allow for a new timeline and structure. The advantages include a visible annual schedule to students in the Visual Schedule Builder (VSB) and less redundant work for department chairs, deans, and the scheduler. The proposed change is as follows most of the scheduling will be completed in spring and completed annually. This allows for the spring, summer, and fall schedules to be developed. Future spring schedules would focus on numbers of sections, times, days, and modalities for student planning. This plan increases department chair workload in spring semesters and decreases workload in fall semesters. The proposed change is also fiscally advantageous. <u>Spring 2023 (tentative schedule):</u></p> <ul style="list-style-type: none"> <li>• Department chairs received spring 2024 scheduling spreadsheets in early April 2023</li> <li>• Department chairs submit first draft to dean by May 1, 2023</li> <li>• Deans submit approved first draft to scheduler by May 15, 2023</li> <li>• Scheduler inputs first draft schedules viewable to students in summer 2023</li> <li>• Second and third draft changes are made in early fall 2023</li> <li>• OAS retreats over summer 2023 with chairs to develop/define annual scheduling timelines and supports for long-term scheduling process</li> </ul> <p>This can be put into fruition once the scheduler position is filled.</p>
<p><b>SEM 2.0 Update – Roles &amp; function of Success Teams (Review Pathway Coordinator Position) &amp; Next steps</b></p>	<p>T. Maxwell shared an update and next steps on SEM 2.0. Since the success coach responsibilities and core team model were approved at the February 7 meeting, the next steps include developing the next four roles. The working group will work to develop the instructional dean and student ambassador roles next, then the counselor role (including R. Rose and M. Mack for an inclusive voice), and faculty mentor liaison role (including Academic Senate and faculty representative for an inclusive voice). The group continues to have general discussions about professional development needs for the success team in general. The group will also identify time in summer for professional development opportunities, with the goal to start the first phase in fall 2023. The straw proposal which includes the success coach responsibilities (Program Coordinator position) and core success team model are on the SGC agenda for 03/07/23. Once approved by SGC, the positions would go to the hiring manager for recruitment. The goal is to have five success coaches hired prior to summer to undergo professional development during the summer. Additionally, there is a requirement for the SEM 2.0 coaches to meet in person this semester; the proposed dates are Tuesday 04/04 (1pm-5pm), Friday 04/14 (9am-12pm) and maybe the Tuesday 03/21 SEM meeting. There is a virtual SEM 2.0 final convening meeting to present a</p>

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	final presentation on LMC's SEM 2.0 progress, scheduled for May 19, which is also LMC's graduation day.
<b>SEA Budget Update</b>	T. Maxwell and R. Armendariz will meet this week on Thursday.
<b>Marketing – Webpage template and design</b>	Deferred to next meeting.
<b>Curriculum Analysis update – Electronic Catalog</b>	N. Hannum shared updates regarding LMC's electronic catalog. The electronic catalog would provide live updates, is accessible online, saves paper (because it becomes obsolete after it's printed), and is searchable utilizing live links so students can click the link directly. N. Hannum shared Lake Tahoe Community College's electronic catalog as an interactive example. N. Hannum reiterated that the electronic is not a schedule. LMC's electronic catalog is currently housed on the ELumen platform. The catalog is visible from phones and connected to external server. It is exportable but is still in development.
<b>Spring Workshop – date TBD</b>	N. Hannum reminded the group about its three goals: one-year schedule development, research, develop, and launch success teams, and align marketing resources. The group agreed to use the 04/04 SEM meeting as a workshop that will combine the Department Chair & Deans meeting with the SEM meeting and the 03/21 SEM meeting will be dedicated to workgroup time.
<b>Adjourn</b>	Adjourned at 4:44pm, M/S: R. Hall, M. Simpson, motion carried
<b>Next Meeting:</b> Tuesday, March 21, 2023	