



**Strategic Enrollment Management Agenda**  
**Tuesday, September 20, 2022 from 3:15 – 4:30 pm**

Join Zoom Meeting: <https://4cd.zoom.us/j/97339919743>

Phone: (669) 900-6833

Meeting ID: 973 3991 9743

**Tri-Chairs:** Natalie Hannum (Vice President of Instruction) 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), Libby Oye (LMCAS Senator) Ginny Richards (DSPS Manager), Michael Simpson (Lead Admissions & Records Assistant), Beth Ann Stone (Administrative Assistant, Sr.), Nicole Trager (MESA Director), Sara Toruno-Conley (English Faculty), and Grace Villegas (Academic Scheduling Specialist)

**Participatory Non-Voting Members:** Nicole Almassey (Interim Director of 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), Sabrina Kwist (Dean Equity and Inclusion), 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), Julie Von Bergen (Math Faculty)

**Meeting Logistic Support** – Administrative Assistants Leetha Robertson, Irene Sukhu, and Note Taker - Shondra West

**Absent:** Tanisha Maxwell (Vice President of Student Services) and Ryan Pedersen (Dean of Instruction: Math & Sciences)

**Called to order:** 3:16 pm

Topic/Activity	Notes
Welcome, Announcements, Public Comments	<ul style="list-style-type: none"><li>N. Hannum welcomed everyone to the meeting and called the meeting to order at 3:16pm.</li><li>D. Belman announced that Nicole Almassey is serving in a new role as the Interim Director of Outreach. The committee gave their congratulations.</li><li>S. West shared new beginnings of leaving LMC to transition into a K-12 position.</li></ul>
Constituent Representatives: Verify voting members & Roll Call <ul style="list-style-type: none"><li><b>Managers:</b> Ryan Pedersen, Rikki Hall, Ginny Richards, Dave Belman</li><li><b>Classified:</b> Nicole Almassey, Michael Simpson, Beth Ann Stone, and Grace Villegas</li><li><b>Faculty:</b> Sara Toruno-Conley, Milton Clarke, Nicole Trager, 1 vacancy</li><li><b>Students:</b> Libby Oye and 3 vacancies</li></ul>	<ul style="list-style-type: none"><li>The meeting membership was identified and confirmed. Nicole Almassey has stepped down as a classified representative due to her new role as Director of Outreach.</li><li>Students have three vacancies, with one seat being filled by Libby Oye as the newest member to SEM. L. Oye serves as the LMCAS Senator.</li></ul>
Approve Agenda– September 20, 2022 Approve Minutes– September 6, 2022	<ul style="list-style-type: none"><li>Agenda approved (M/S: R. Hall/M. Simpson); unanimous</li><li>Minutes approved (M/S: B. Stone/G. Richards); one abstention – D. Belman</li></ul>

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Guided Pathways Assurances	<ul style="list-style-type: none"> <li>N. Hannum gave an update about Guided Pathways Assurances by screen sharing the phase 1 report plan document. The document states that the college is aware and they will uphold Ed. Code as it pertains to guided pathways. In addition, it outlines the objectives and outcomes the college will embrace as they initiate guided pathway principles: <ul style="list-style-type: none"> <li>Actively involved in equitable completion</li> <li>Working strategies focused on disproportionate students</li> <li>Reviewing classroom climate review</li> <li>Actively evaluating the plan</li> <li>Updating the student grievance process</li> <li>Embedding equitable strategies to curriculum</li> <li>Committing to ensure learning e.g., maximizing financial aide</li> <li>Minimizing the cost of textbooks</li> <li>Eliminating friction points (AB705) website design – user friendly</li> <li>Focusing on student success teams – helping with retention</li> <li>Using of data to assist with self-reflection</li> <li>Integrating equity and achievement plan</li> <li>Implementing graduation completion</li> <li>Utilizing strong workforce funds</li> </ul> </li> <li>The assurance are requirements the state wants the college to address.</li> <li>C. Montoya shared how budget funds are used in efforts to support guided pathway work.</li> </ul>
<p>Meeting Structure Format</p> <ul style="list-style-type: none"> <li>Meeting twice per month (1<sup>st</sup> and 3<sup>rd</sup> Tuesday, 3:15-4:30 and one workshop per semester)</li> </ul> <p>Transition from SEM 1.0 Plan to Institutional Practice</p> <ul style="list-style-type: none"> <li>Pivot from thematic working groups to project-based priorities <ul style="list-style-type: none"> <li>One-year schedule</li> <li>Success Team Design &amp; Implementation</li> <li>Program Mapping</li> <li>ZTC Scaled Implementation</li> </ul> </li> </ul> <p>Marketing and Communication</p>	<ul style="list-style-type: none"> <li>The committee discussed changing the meeting time from 3:15-4:30 to 3:30-5pm. The time change was needed due to the meeting being close to the department chair's meeting that ends at 3:15. Also, additional time is needed to complete the work of SEM. One concern about the childcare center closing hours may interfere with member's attendance until 5pm. <b>Action:</b> Approved to meet 3:30-5pm (M/S: B. Stone/N. Trager); unanimous.</li> <li>The committee discussed having a workshop once a year. It was suggested to create a poll to determine when everyone can meet for three hours. It was recommended that everyone look at their schedules to determine a date at the next meeting. In addition, the members were asked about developing a college assembly (Monday) style presentation to present the work that's happening.</li> <li>N. Hannum discussed the four working groups initiatives and asked the committee to share</li> </ul>

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	<p>their thoughts about moving away from a systematic thematic work group as a project-based implementation with goals and deliverable outcomes focused on tackling: one-year schedule, success team design &amp; implementation, program mapping and sequencing, and ZTC scaled implementation. Feedback agreed to support working towards goal-oriented outcomes. <b>Action:</b> Approved to shift from a thematic to project-based work group. (M/S: D. Belman/B. Stone) one abstention S. Toruno-Conley</p> <ul style="list-style-type: none"> <li>N. Hannum asked the group to use the 1st meeting as a general session (act on items and report outs) and the 2nd one as a workgroup session or visa-versa. During the workgroup sessions, those assigned would focus on the single task goals and outcomes. Marketing and communication would stand alone to focus on other projects. There was a concern about the workgroup setup vs. being an adagial meeting, whereas the response is that the meetings would be one workgroup and another action on items. The committee was asked if they would like to remain on the project groups or self-select to be on another. A few members chose the workgroup of choice, and others will share at another time, thus allowing members not present at today's meeting to participate in selecting their option. The workgroup options are: <u>1 Strategic Scheduling; 2. ISSR; 3. Curriculum Analysis; 4. Marketing</u> <ul style="list-style-type: none"> <li>Dave Belman – ISSR – Integrated Student Support and Retention.</li> <li>Sara Toruno-Conley – Strategic Scheduling</li> <li>Rikki Hall – Curriculum Analysis</li> <li>Ginny Richards - Marketing</li> <li>Rachel Anicetti - ISSR</li> </ul> </li> <li>The committee discussed the integration of the workgroup tasks.</li> </ul>
Meeting adjourned 4:12 pm	<b>Action:</b> approved (M/S: R. Hall/S. Toruno-Conley); unanimous