

LOS MEDANOS  
COLLEGE

Strategic Enrollment Management Agenda September 15, 2020 | 2:00 – 4:00pm via Zoom

Zoom Meeting – <https://4cd.zoom.us/j/96485167103>

Meeting ID 964 8516 7103 Phone Audio 1 (669) 900-6833

**Members:** Natalie Hannum, Tanisha Maxwell and Carlos Montoya (tri-chairs), Nicole Almassey, Rachel Anicetti, Dave Belman, Jeffrey Benford, Jorge Cea, Steven Freeman, Louie Giambattista, Rikki Hall, Chailin Hsieh, Scott Hubbard, Sabrina Kwist, Jennifer Ma, Carla Molina, Nikki Moultrie, James Noel, April Nogarr, Ryan Pedersen, David Reyes, Ginny Richards, Rudolf Rose, Sara Toruno Conley, Eileen Valenzuela, Grace Villegas, Julie Von Bergen. Note takers: Leetha Robertson & Irene Sukhu

Item #	Agenda Time	Topic/Activity	Lead	Item Time	Information Discussion Action
		<i>SEM Committee 2:00 – 4:00 pm</i>			N. Hannum stated that we will lead with Public Comments at the next meeting.
1.	2:00	Welcome and Announcements	Tri-Chairs	2'	<p><b>Information</b></p> <p>N. Hannum opened the meeting for C. Montoya and T. Maxwell to introduce themselves.</p> <p>T. Maxwell- Vice President of Student Services, Tri-Chair of SEM</p> <p>N. Hannum discussed the format of this meeting. Explained the roadshow to Senate and SGC.</p> <p>No public comments at this time.</p>
2.	2:02	Approve Agenda– September 15, 2020 Approve Minutes–May 19, 2020	Natalie	3'	<p><b>Action</b></p> <p><b>Approval of Agenda 09/15/20</b> <b>M/S: N. Moultrie/V. Richards, approved</b></p> <p>N. Hannum would like to remove the constituency based model from the agenda. N. Almassey and J.Von Bergen would like to keep the item on the agenda- keeping it on the agenda. Completed roll call.</p> <p><b>Approval of Minutes 05/19/20</b> <b>M/S: R. Anicetti/ C. Hsieh, approved</b></p> <p>Completed roll call.</p>

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3.	2:05	Membership – SEM 30 Constituency Based Model	Tri- Chairs	15'	<p><b>Discussion</b></p> <p>N. Hannum- Original membership called for 4 deans of instruction, currently we have 2.</p> <p>N. Hannum asked C. Molina which space she is filling- Brentwood or Retention? She will represent for Brentwood. She will look for someone to fill role for retention.</p> <p>Historical context (4 faculty members) J.Von Bergen - faculty representatives should be tied to Guided Pathways (GP) that's why there were 4 faculties for each pillar. R. Pedersen mentioned that the group was formed by coalition of the willing and kept growing. One of the challenges discussed previously. Numbers were created because of who was requested to be part of it. We should discuss what the permanent membership list should be.</p> <p>N. Almassey brought up voting membership. Natalie said that is a secondary conversation and perhaps we might have to go to constituency voting model.</p> <p>N. Hannum shared her screen of previous membership list from 2019.</p> <p>S. Toruno Conley asked- I'm one of those who joined more recently, after asking Nancy about the committee, and saying I thought it was important that faculty are on the committee. I realize I'm new, but can I ask why proposed membership doesn't include faculty outside of Guided Pathways? I find that troubling.</p> <p>S. Hubbard is also not on that previous list (Pillar or Brentwood)? R. Anicetti mentioned that all GP leads were asked to attend.</p> <p>N. Hannum asked if we should discuss a membership structure going forward? Currently, everyone listed as a member is part of voting block.</p> <p>C. Hsieh would like to suggest that since we are moving into operational part- have membership similar to constituents (3 for faculty, students, classified, and managers). This would be more operational.</p>
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					<p>R. Hall asked- “I am an original "SEM 10", but no longer classified. Do we need to fill that classified space now that I have transitioned to management?”</p> <p>S. Toruno Conley commented in the chat- “Strategic Enrollment planning is something faculty from each department (especially the big departments) should be involved in. I propose this committee be willing to broaden the membership to allow for voting members from faculty representatives outside of just Guided Pathways. Only 3 faculty representatives doesn't feel very inclusive. Proposing more faculty to be voting members.”</p> <p>N. Almassey questioned confusion around participation and voting members/numbers.</p> <p>N. Hannum mentioned keeping the same structure for now and at the end of the year we can vote on constituency based model.</p> <p>A. Nogarr mentioned if Distance Education (DE) should be part of this discussion. (in previous membership list, DE was not listed) N. Hannum asked her to be here because one of the Big Ideas is DE.</p> <p>C. Montoya mentioned that constituency model of 3- it sounds like based on chat and comments that there might be an additional layer for conversation, maybe 4 individuals per constituency (16 total).</p> <p>N. Hannum- we will take this information and come back with 2 types of membership proposals. For today the voting structure will remain the same 50% + 1 so we can move on and start work.</p>
4.	2:20	Meeting Structure for 2020-2021	Natalie	5'	<p><b>Discussion</b> 2 hour meeting- roll call and breakout sessions</p> <p>N. Hannum discussed the 4 Big Ideas- the buckets. SEM was a 3-year plan but also an institutional transformation. Fully representative and comprehensive and action-based.</p> <p>Buckets were excerpted out, along with all activities associated and how we want to</p>

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					carry the plan itself.
5.	2:25	SEM Plan Review – Draft	Ryan	10'	<p><b>Information &amp; Discussion</b></p> <p>N. Hannum- Irene and Leetha to post the plan to SEM website. Almost the same version as presented on May 19. Feedback was integrated into the plan. Thank you, C. Hsieh. She worked with John Schall with formatting and made it look cleaner.</p> <p>Reminder- the red items- living document. We wanted the plan to be a support to major initiatives-not another initiative. 3 columns of student experience that the plan was built off. SEM goals tied to LMC mission and vision. Specifics around DE? Suggested progress measures listed- college wide goals. Meat of the plan in Goals and Objectives. Page 20- Alignment of SEM Goals and SEM Core Components.</p> <p>Which targeted student populations relate to each bucket? Possibly could work on this during break out rooms.</p> <p>Located in Appendices- actions steps are located here. External and Internal Environmental Scan. Appendix C: Evidence.</p> <p>Next steps- take this to constituency groups to get feedback and approval. T. Maxwell asked about the graphic that shows the 3 buckets- LMC Redesign for Student Success (page 11) please fix this.</p>
6.	2:35	Strategic Goals and Working Groups (4 Breakout Groups)	All	40'	<p><b>Discussion &amp; Action</b></p> <p>N. Hannum shared screen- showed document of buckets with excerpted objectives and populated with activity. Asking you all to go through and read the objectives, log any progress, any tie into GP, define any new possible developments or action steps.</p> <p>Green box- thought prompt</p>

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					<p>Breakout into rooms with facilitator.</p> <p>L. Robertson distributed everyone into break out rooms- 30 min total.</p>
7.	3:15	Report out from each group – 10 min each	All	40'	<p><b>Information &amp; Discussion</b></p> <p><b>I. Strategic Scheduling- R. Pedersen and C. Montoya:</b>            Objective 1.1- Develop a one-year and a two-year scheduling process that is cross disciplinary and aligns with meta-majors ID that we need to solidify pilot group and proposal to focus on a few different types of degrees and programs- and picking to do pilot 1 Or 2-year schedule.</p> <p>Objective 1.2- Utilize efficiency metrics in scheduling            Discussion around metrics- progress should be collaborative moving forward. Due to COVID had to make adjustments. Question around how ensure transparency, how can we ensure data is vetted and looked at upfront? What are some external factors?</p> <p>Objective 1.3- Integrate strategic scheduling activities across college divisions and department initiatives</p> <p><b>II. Integrated Student Support- T. Maxwell</b>            Does LMC integrate with Canvas?</p> <p>Objective 2.1- Scale Up Use of LMC Connect with Emphasis on Early Alert, Great opportunity during remote instructional services to promote use of LMC connect. Action Steps- ID dept./roles, create success teams. Progress- need to develop referral matrix, FLEX workshops specific to faculty and use of LMC Connect and connection to Early Alert.</p> <p>Objective 2.2- Develop a Robust First Year Experience (Including AB705 &amp; Major/Program Identification)            Develop a robust first year experience. Action steps- clarify and enter the path- progress: design team meets regularly.</p>

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				<p>Objective 2.3- Beyond FYE: Stay the Course with On-Going Clarification and Verification of Students' Academic and Career Pathway Beyond FYE: increased opportunity in remote learning creating awareness how online forms are used. (clarify, enter and stay on the path)</p> <p><b>III. Curriculum Analysis- N. Moultrie</b> Objective 3.1- Expand General Education Offerings- C. McGrath GE committee chair, creating work plan this year. Recruiting membership. J. Von Bergen and R. Rose are making updates.</p> <p>Objective 3.2- Complete a Robust Degree, Certificate, and Transfer Requirement Review and Integrate Articulation Processes Between Departments.</p> <p>Objective 3.3- Utilize Distance Education to support students' completion of their math and English requirements.</p> <p>Objective 3.4- Partner with Adult Education to support students' completion of their math and English requirements.</p> <p><b>N. Hannum asked for a motion to extend time for 5 minutes</b> <b>M/S: N. Moultrie/ R. Hall, approved</b></p> <p><b>IV. Distance Education- N. Hannum</b> Distance education made a lot of progress this year not only because good team members and COVID force some of the activity. Most of this will be posted to the website.</p> <p>Objective 4.1 Develop and publish a comprehensive plan- Action steps: Specifically analyze data. This was all conducted in April of 2020 via a survey to Canvas and trainings were scheduled accordingly.</p>
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				<p>Work with GROW 4CD- A. Nogarr and her team have put together Canvas shells, BEOI training has been widely available and incentivized through the CARES Act funding and also codified in the UF contract. Blanket request for FLEX training was granted for the remainder of the year and FLEX activities have gone accordingly.</p> <p>Design a strategic schedule for the academic year- There has been some work on a schedule and an amalgam of training but an actual strategic plan has not been created for the year- has been developed as an ongoing activity. In addition to the redesign of the Distance Education website.</p> <p>Not sure if the Tech Talks are happening on Tuesdays.</p> <p>Objective 4.2- Implement quality assurance steps to guide faculty in developing quality and accessibility compliant courses and integrate Distance Education and training into existing practices- Action steps: (a lot of these have already been implemented)</p> <p>Design checklist that has gone out- need to confirm date and move forward, which is the full adoption to the CVC OEI rubric.</p> <p>BEOI is not required in NEXUS but the principles of online effective instruction are covered.</p> <p>Few discussions with DSPS about accessibility trainings that they conducted over the month of September (compliance workshop). A. Nogarr conducted a regular and effective contacts training during FLEX as well.</p> <p>Objective 4.3- Increase the success of students prior to enroll in online courses Action steps:</p> <p>Canvas support module is under development. We have not made progress yet on student learning orientation. We have embedded a universal link into all Canvas shells but not on the student services module.</p>
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					Objective 4.4- Help students be successful online learners Action steps:  Counselors have started to go through Cranium Café- need to get the dates and numbers of completion.
8.	3:55	Next Steps	Natalie	5'	In future meetings, we will make sure to designate participants in break out rooms beforehand to save time. You will have more time in these breakout rooms/in your active work groups.  Next meeting- October 20.  Thank you all!  <b>Motion to adjourn:</b> <b>M/S: N/ Moultrie/V. Richards, approved</b>
	4:00	Dismiss			
<b>Future 2020 Meeting Dates: October 20; November 17; December 15</b>					