**Enrollment Management Committee Meeting Minutes**

**November 15th, 2011**

**12:30 pm to 2:00 pm Room CO- 420**

**Present: Diane Ahlborn, Barbara Cella, Paula Gunder, Kiran kamath(Co-Chair), Gail Newman, Len Price, Gil Rodriguez (Co-Chair) Jamila Stewart, Janice Townsen, Grace Villegas Julie Von Bergen, Nancy Whitman,**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Agenda Topic** | **Desired Outcome** | **Facilitators** | **Time in mins** | **Follow-up notes:** |
| Welcome |  | Kiran/Gil | 2 |  |
| Review agenda | Gain sharedUnderstanding about today’s discussion, outcomes and time allocated to each topic | Gil/Kiran | 3 | * Agenda reviewed and accepted

  |
| EnrollmentManagementDefinition | Agreed upon definition of enrollment management | All | 10 | * Reviewed new definition
* Accepted
 |
| Enrollment Management Principles | Agreed upon enrollment management principles | All | 10 | * Open discussion on the 5 principles
* Expand on each of the categories with sub categories.
* Suggestion that action verbs be added to each sub category
* Discussed rewording and adding more verbiage to sub category
* Principles to be rewritten and presented at next meeting
 |
| Enrollment Management Plan | Direction on type of plan to develop | Gil/Kiran | 10 | * Reviewed latest LMC Management Enrollment Plan
* Redo plan starting with Fall 2012 and update by using present goals and strategic plans
 |
| Schedule Development Guidelines*Please review the SRJC Schedule Development Guidelines (handout from last meeting* | Plan for developing Schedule Development Guidelines | Kiran/Gil | 30 | * Should a column be added to the grid for Co-Op Education?
* Discussion around setting up grid and what should go into each column and number of tiers
* Everyone is ok with using Santa Rosa tiers
* Need to decide where innovation is going to lie in the rules of the tiers
 |
| Pluses and Wishes | Feedback for future meetings | Kiran/Gil | 5 | * No homework
 |
| Next Steps | Agenda items for next meetingNext meeting on Feb 21st 12:30 pm – 2:00 pm |  |  |  |