

Enrollment Strategy & Planning Group Agenda & Notes

September 17, 2024

Attendees: A'kilah Smith, Ryan Pedersen, Grace Villegas, Sheri Woltz, Irene Sukhu, Eileen Valenzuela, Rachel Anicetti, Caitlin Mitchell, Chris Long, Nicole Almassey

Agenda Item	Presenter	Notes
Welcome & Introductions	A'kilah	Attendees introduced themselves
Transition from SEM Strategic Scheduling to Enrollment Strategy & Planning Group	Ryan	New group springing from the separation from Strategic Enrollment Management with Guided Pathways being supported by Student Services and Enrollment Strategy & Planning being led by A'kilah Smith and Ryan Pedersen. Our charge is to build practices.
Draft Values & Feedback	Ryan	Group went through a Think-Pair-Share activity. What lives in Guided Pathways vs. Here? Consider modality based on student need vs. instructor preference. How do we measure fairness? How does scheduling effect processes for student onboarding, counseling and outreach? How does Dual Enrollment fit into the discussion? Set students up for success. Is scheduling built for the institution or for the student? Meeting scheduling deadlines is beneficial to students. Which user? Student, chairs, faculty? Identify barriers to completion. Make schedule that works for special admit, adult ed, justice impacted students.
Scheduled Sessions for 2024-25	A'kilah	The session overview was reviewed. Group would like to cover Efficient Scheduling Practices this semester before working on Equitable Scheduling Practices. The next two meetings will help us build shared understanding and knowledge of calculating FTES, FTEF and productivity.
Key Stakeholders	A'kilah	Group noted only 1 faculty in attendance, Caitlin suggested sending calendar invite to all faculty; announce at Academic Senate and Dept Chair meeting. Suggestion made to consider special invites to specific meetings (Kelly Green – Dual Enrollment, A&R)

Fall Meeting Dates: 3:30 – 4:30 PM on 10/1, 10/15, 11/5, 12/3

