

LOS MEDANOS
COLLEGE

Strategic Enrollment Management Agenda November 17, 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, T'Sendenia Gage, Rikki Hall, Chailin Hsieh, Scott Hubbard, Sabrina Kwist, Morgan Lynn, Jennifer Ma, Carla Molina, Nikki Moultrie, James Noel, Aprill Nogarr, Ryan Pedersen, David Reyes, Ginny Richards, Rudolf Rose, Sara Toruno Conley, Eileen Valenzuela, Grace Villegas, & Julie Von Bergen

Guest: Sally Montemayor Lenz

Notetakers: Leetha Robertson & Irene Sukhu

Item #	Agenda Time	Topic/Activity	Lead	Information Discussion Action
1.	2:00	Welcome and Announcements	Tri-Chairs	<p>Information</p> <p>N. Hannum welcomed everyone to the meeting. This is the third meeting of the semester and excited about S. Montemayor Lenz joining us today. SEM was started under S. Montemayor Lenz as it had integrated Guided Pathways (GP) work.</p> <p>As a reminder and for those that are new to the group, in the last two meetings, we took the goals and objectives identified from the SEM plan and broke out into groups of the four goal areas to ascertain updates and identify gaps that were not originally identified in the original SEM plan.</p> <p>T. Maxwell announced that she is excited to continue work in SEM plan and if there are any announcements.</p> <p>No announcements.</p> <p>N. Hannum reminded the groups that the first hour will discuss general business and report out and the second hour will be designated for break out groups.</p>
2.	2:05	<p>Approve Agenda– November 17, 2020</p> <p>Approve Minutes– September 15, 2020 and October 20, 2020</p>	Tri-Chairs	<p>Action</p> <p>To vote yes, please raise thumbs. To vote no or to abstain, please type in the chat.</p>

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				<p>Approval of agenda 11/17/20- M/S: C. Molina/N. Almassey, approved No discussion</p> <p>Approval of minutes 09/15/20- M/S: V. Richards/C. Hsieh, approved No discussion</p> <p>Approval of minutes 10/20/20- M/S: R. Hall/N. Moultrie, approved R. Pedersen- October minutes need to have date changed in the header.</p>
3.	2:15	<p>Status of voting structure, SEM Plan and constituency:</p> <ul style="list-style-type: none"> • SGC • Classified Senate • Academic Senate 	<p>Carlos Montoya Nicole Almassey James Noel</p>	<p>Information</p> <p>N. Hannum- C. Montoya is not present at the moment; he is in another meeting. At the last meeting we had agreed to take the SEM plan and the constituency based model (4 managers, 4 faculty, 4 classified, and 4 students) to SGC for final approval.</p> <p>N. Almassey reported out for Classified Senate and stated that the group supports it.</p> <p>J. Noel reported out for Academic Senate stating that there were no objections from the group.</p> <p>N. Hannum stated that this is meant to include everyone and not exclude anyone.</p>
4.	2:20-2:25	<p>SEM-GP Alignment and introduction of Sally Montemayor Lenz</p>	<p>Tri-Chairs</p>	<p>Information</p> <p>N. Hannum introduced S. Montemayor Lenz to the group.</p> <p>S. Montemayor Lenz introduced herself. Great to be back. 30 years with higher education (primarily community colleges), worked with state chancellor's for 24+ of those years, counseled faculty at Sierra college, held position as Associate Vice Chancellor at Contra Costa County District Office then worked closely with Mojdeh and continues to on a few</p>

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				<p>projects. Lastly as interim Vice President of Instruction (VPI) at LMC under President Bob Kratochvil.</p> <p>Contract work with West Ed and Tulsa community college- SEM and Guided Pathways (GP) work. GP is a national effort.</p> <p>She is working as a supportive role for the college (GP work) and student experience.</p> <p>J. Von Bergen asked in chat- “I have received questions from faculty about the process for the decision to hire a consultant, and the funding source. Could the tri-chairs please answer? Thanks.”</p> <p>N. Hannum responded- Since becoming VPI, she is currently dealing with her old dean’s position; there hasn’t been a recruitment yet. The position is being funded out of GP to roll up the work that has been started. Sally will reach out to faculty and pillar leads. It was an administrative decision to help move the work forward. She recognizes the work that has been done up to this point- identification of meta-majors and program mapping. There is a need for administrative help.</p> <p>J. Von Bergen also asked about the GP plan and budget regarding faculty being concerned about sections being cut and changes made to the budget without knowledge or going through shared governance.</p> <p>N. Hannum responded- the grants have been taken through SGC and laid out the budget. Grants at a Glance can be created to show the budget, how the money is laid out, activities, and deliverables. Can talk offline about additional concerns.</p>
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5.	2:25-3:00	<p>Report out of the 4 sub-groups (~10 minutes each)</p> <ul style="list-style-type: none"> • Strategic Scheduling • Integrated Student Support/Retention • Curriculum Analysis • Distance Education 	<p>Representative from each sub-group</p>	<p>Information</p> <p>I. Strategic Scheduling</p> <p>R. Pedersen shared his screen- a PowerPoint of updates. Brief update- getting stuff done, wonderful participants and participation from the group.</p> <p>Strategic Scheduling (in SEM plan) consists of 3 objectives:</p> <ul style="list-style-type: none"> - 1st and 3rd (one and two year processes) - 2nd objective (data informed scheduling practices) <p>Current focus is on objective #2- data informed scheduling processes.</p> <p>Long-term goal is to have a transparent process and mechanism that allocates FTEF across departments</p> <p>Short-term goal is to develop first version of this process with a tool that allocates FTEF across departments.</p> <p>Other colleges are going thru the same issue- an example model from LA city college.</p> <p>This sub-group used data from Fall 2017, 2018, 2019 and developed first version of the calculator to show how a fixed FEF budget could be allocated across departments.</p> <p>Observations about the calculator- anytime FTEF was reduced, it has dramatic impacts on large departments</p> <p>R. Pedersen shared a spreadsheet that shows FTEF simulations for any department. (calculator tool)</p> <p>R. Rose asked in the chat- “How do new courses factor in to the calculator?” Ryan answered- that it could, depending how we frame this. To offer a new course it might mean that we have to offer less of something else.</p>
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			<p>T. Maxwell also added that there are some challenges with students dropping English 100- this might be good to keep in mind for Spring.(anecdotal information)</p> <p>V. Richards also added in the chat- “Also program discontinuance would need to be included in the calculations.”</p> <p>N. Hannum responded by saying that is the work of SEM- how do we expand and contract based on data and needs alignment to EMP</p> <p>M. Lynn asked in the chat- “I have a question too: can you explain again why we’re prioritizing dual enrollment? To me, it’s doubling up on services”</p> <p>R. Pedersen answered that dual enrollment students were priority and targeted populations. Also, long term is prioritized in the funding formula. There is both the research and economic incentive.</p> <p>S. Montemayor-Lens entered into the chat- “This work is critically important because it shows the necessary integration of the Ed Plan, SEM and GP. Predictive course scheduling should align with student educational plans and the meta-majors. In my short tenure with LMC, assigned FTEF has not been adhere too - so this thinking or practice is a shift..”</p> <p>II. Integrated Student Support/Retention</p> <p>T. Maxwell shared screen of the worksheet from breakout activity. She acknowledged the team and their participation-robust discussions about integration of work across the campus.</p> <p>Goal- promote student success by improving access, engagement persistence, and completion.</p> <p>Objective 2.1- scale up use of LMC Connect with emphasis on early alert. There was feedback about faculty hesitance using</p>
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			<p>LMC Connect. Focus is the creation of success teams and how will students be assigned to these teams whether by meta major, etc. This conversation was started in DLT (design lab team). Kudos to J. Benford for leading this effort. A project under this objective is to create a robust first year experience that integrated components of implementation of AB705 and Guided Pathways.</p> <p>Suggestions- LMC Connect Progress Surveys and Flags- build a calendar of dates to distribute surveys and LMC Connect faculty trainings led by faculty within department and FAM.</p> <p>Objective 2.2- develop a robust first year experience (FYE)- including AB705 and major/program identification. 5 activities: student orientation, intake and onboarding, success teams, career exploration, and student communication. Working retreat on December 14.</p> <p>Objective 2.3- beyond FYE: stay on the course with ongoing clarification and verification of students' academic and career pathway. Major component of this objective will be with counseling and education planning, and check in with students throughout their time at LMC.</p> <p>The three objectives overlap but have separate outcomes.</p> <p>Tanisha opened the floor for questions- J. Benford added that we need the students' voice and it is important to add their voice during the implementation phase.</p> <p>III. Curriculum Analysis</p> <p>N. Moultrie introduced team members of the group:</p> <p>C. McGrath D. Reyes E. Valenzuela J. Von Bergen</p>
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			<p>M. Lynn C. Fonseca</p> <p>Objective 3.1- expand general education offerings- have identified that there will be a Spring FLEX scheduled with the TLC, GE, and Curriculum committees.</p> <p>Objective 3.2- complete a robust degree, certificate, and transfer requirement review and integrate articulation processes between departments. J. Von Bergen and R. Rose have done great work with program mappers.</p> <p>Objective 3.3- utilize distance education to support students' completion of their Math and English requirements. Developing an FAQ at the end of this semester would be helpful (for faculty and students).</p> <p>Objective 3.4- partner with adult education to support students' completion of their Math and English requirements. Last time B. Bankhead had shared that C. Fonseca was tapping into adult learner LMC population in relation to English and math- defining what is an adult learner. Looking forward to getting a report from C. Fonseca and also getting a definition of what an adult learner is.</p> <p>IV. Distance Education</p> <p>The main goal for distance education is to build culture and infrastructure of online teaching and learning.</p> <p>This was initially developed by L. Huffman and team and as already incorporated into the DE plan for this year. A. Nogarr and J. Bearden took the work and aligned it to the DE group.</p> <p>The group went through all objectives and tied it into DE in the educational master plan. Almost starting to be institutionalized in procedure and practice.</p> <p>This group will start participating in strategic scheduling,</p>
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				<p>student services, and curriculum analysis conversations.</p> <p>This group meets regularly Wednesday mornings, which includes student services representative N. Almassey, representing the student services side of distance learning.</p>
6.	3:00-4:00	<p>End General Session/Join Breakouts</p> <p>Strategic Goal - Working Groups</p> <p>(4 Breakout Groups)*</p>	All	<p>Discussion</p> <p>C. Montoya mentioned that there was an oversight in regards to an item not being on the agenda- the charges that we usually take to SGC. We haven't formally adopted them at this point. Carlos will put that info into a PDF- for others to review and will have to take to SGC in February rather than December.</p> <p>C. Hsieh asked about the status of the SEM. C. Montoya responded by saying that both were presented to SGC and the going to classified and academic senate for review and will bring back to SGC on December 9, where they will vote officially. There is a misspelt word in the goals. Natalie mentioned that we can explore the plan- specifically around word structure feedback.</p> <p>The discussion adjourned into breakout rooms at 3:12pm.</p>
7.	4:00	Dismiss		
<p>* Strategic Goal Working Groups should designate a note taker and send notes to Irene Sukhu (isukhu@losmedanos.edu) to be incorporated into the meeting notes/minutes. Please be prepared to report out at the next meeting.</p>				
<p>Future 2020 Meeting Date: December 15</p>				