

LOS MEDANOS
COLLEGE

Strategic Enrollment Management Minutes March 16, 2021 | 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, 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, Announcements and Public Comments	Tri-Chairs	Information N. Hannum welcomed the group- icebreaker: put in the chat how many zoom meetings you have been in today and she will buy them a coffee. ☺ Tie between 4-6 meetings and will set a coffee bar ☺
2.	2:05	Approve Agenda– March 16, 2021 Approve Minutes– February 16, 2021	Tri-Chairs	Action Approval of Agenda 03/16/21: M/S: V. Richards/C. Hsieh, approved (16-0-0) Action Approval of Minutes 02/16/21: This will be an information item because the minutes were not sent out prior to meeting and will be an action item for the next meeting. Both February and March minutes will be action items next meeting.
3.	2:10	SGC Results <ul style="list-style-type: none"> SEM charges– SCG Update 	Carlos Montoya	Information SGC voted to approve the SEM charges and have been formally adopted by SGC. These will be posted onto the website. Please send the updated charges/clean copy to Irene and Leetha.
4.	2:15	GP Update and SEM Integration Update	Sally Montemayor Lenz	Information SOAA- SGC approved the draft with minor edits from Classified Senate as a whole and specifically from Paul West. SOAA has been disseminated to the senates. Following those meetings- will get a recommendation to submit it to the state. In working with the Tri Chairs at the VP meetings, they are looking at

				<p>lists of tasks, recommendations, responsible parties, etc. With C. Montoya's leadership, they are looking at a project management tool called Notion. Notion will be brought forward to the VP meeting tomorrow.</p> <p>Looking at roles within the pathway pilot- faculty and counseling. Working to align to DLT (design lab time) and CBD (completion by design). These are the roles that are to be part of the pathway pilot- faculty, staff, and student roles.</p> <p>Draft Success Team:</p> <ul style="list-style-type: none"> • LMC Pathway Pilot/LMC Pathway Dean(s) • LMC Pathway Pilot Department Faculty and Staff • LMC Pathway Pilot Success Coach • LMC Pathway Pilot Dedicated Counselors • LMC Pathway Pilot Professional Experts Student Services • LMC Pathway Pilot Student Support and Retention Counselors • LMC Pathway Instructional Liaison- Lucy Snow* • LMC Pathway Student Ambassadors* • LMC Pathway (assigned) Data Coach* <p>*not currently included</p> <p>Looking at retention- we need help with outreach enrollment registration. We want the process to be easy.</p> <p>In progress, a music video production- M. Zilber is able to help with an outreach video that will be housed on the LM website. We are looking at professional experts who can share their expertise with the pathway pilot group.</p> <p>N. Hannum stated that this will allow for a more efficient way of highlighting the discovery elements.</p> <p>T. Maxwell clarified the CBD component. It is talking about the framework of the student life cycle that starts that the intake all the way through transition or goes out into workforce.</p>
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5.	2:20	<p>Constituent Representatives Recruitment Update</p> <ul style="list-style-type: none"> • Students • Classified • Faculty • Management 	Tri-Chairs	<p>Information</p> <p>A.Nogarr listed the faculty reps/official voting members: M. Clarke, S. Toruno-Conley, A.Nogarr, C. Santana</p> <p>N. Hannum gave Nicholas Sessions a shout out. He will be representing as part of the student constituency. He will provide names and we will get</p>
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				<p>them incorporated for voting structure and in establishing quorum.</p> <p>M. Lynn asked if that we are removing the old members with this new voting structure.</p> <p>N. Hannum encourages broad based participation. All are invited to sit in these conversations- even if not a member. She provided background information about previous voting structure: original structure was SEM 30- to ensure that all factors were taken in account.</p> <p>N. Hannum- will take this to management council tomorrow- for members for the management constituency group.</p> <p>Classified Constituents include: T. Green, G. Villegas, T. Gage. They are still looking for a fourth representative.</p>
6.	2:25-2:40	<p>Working Group Reports (Quick report- 3 min. ea.)</p> <ul style="list-style-type: none"> • Strategic Scheduling- FTEF model & 1- and 2-year scheduling • Student Support and Retention- DesignLab • Curriculum Analysis- Updates on tasks/timelines • Distance Education- Strategic Plan 	Workgroup Leaders	<p>Discussion</p> <ul style="list-style-type: none"> • Strategic Scheduling- FTEF model & 1- and 2-year scheduling <p>R. Pedersen sent out a survey to academic senate and department chairs, which will be reviewed in the break out room today. Will also need feedback from other SEM sub-groups. C. Montoya- we have a lot set on the agenda from the feedback. We recognize that there is still a lot of work to be done for new scheduling.</p> <ul style="list-style-type: none"> • Student Support and Retention- DesignLab <p>T. Maxwell- shared her screen of ISSR working group notes Objective 1- LMC Connect- expanding and scaling up across the college Objective 2- first year experience Objective 3- career exploration (concentrating time and effort with this objective)</p> <p><u>Action Steps:</u></p> <p>1. Evaluate the Change of Major Process and barriers students face with it: Look at Data to see what students put in application vs. what they graduate with to see how “big” the problem is, How many times do students change their major and typically after how many units?, (Perhaps the “intervention” is not needed at the intake stage)</p>

			<p>2. Engage with District to simplify the Change of Major process</p> <p>3. Enhance on-going “just in time” student engagement in Career Exploration activities</p> <p>4. On-going verification of major over time and connections at multiple “points/locations” at key milestones (i.e. 15, units, 30 units, 45 units, etc.) and touchpoints (i.e. with student services, in courses, etc.) in students’ journey</p> <p><u>Next Steps:</u></p> <p>Focus on action steps 3 and 4 in the remainder of meeting time left in the spring semester with a focus on engaging in a project management approach around those action steps,</p> <p>Use the progress of the work from action steps 3 and 4 to inform our approach to action steps 1 and 2 in future meetings and invite relevant district representatives to collaborate in those future conversations.</p> <p>Identify and prescribe more structure and expectations of the report out of progress with Objectives 2.1 and 2.2 from DLT and SSRP.</p> <p><u>Feedback to Consider:</u></p> <p>Plan ahead for SEM working groups to know what work will be the focus at each meeting and who may need to be invited to participate in that conversation, especially considering the membership in the working groups is not consistent.</p> <p>Continue to define the scope of work for the ISSR working group.</p> <p>Concerns were mentioned about decisions being made in a variety of venues, groups, and areas that may have implications (good and bad) to other relevant committee work/initiatives. Perhaps some unintentional silos are continuing. How do we work to break those down?</p> <p>How will SEM move forward in his working group structure when we migrate to a constituency-based voting model? How will that be communicated and implemented? What will be the approach of the tri-chairs regarding this awareness campaign to the SEM committee and the</p>
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				<p>LMC community so that we can ensure participation from a broad swath of stakeholders even when it is no longer mandatory for the committee (as membership currently stands) to attend?</p> <ul style="list-style-type: none"> • Curriculum Analysis- Updates on tasks/timelines <p>N. Moultrie- At February 16 meeting- talked about liberal arts degree- who assesses them and who does program maps and how are these being marketed.</p> <p>Should LMC be building pathways to local 4 year institutions and GP forcing curriculum analysis to look at gaps?</p> <p>Also discussing the local GE headings because they do not align with CSU and IGETC headings, degree definitions, and data needs.</p> <p>David Reyes will also send a list of courses that are taken at LMC versus DVC and why are students suggested to go to DVC rather than LMC.</p> <ul style="list-style-type: none"> • Distance Education- Strategic Plan <p>April Nogarr- most of discussions have been focused on the LMC DE strategic plan- noting what has been completed and shifts during COVID- revising and outlining clear goals</p> <ol style="list-style-type: none"> 1- Developing principle of excellence 2- Enhancing student success 3- Strengthening professional development 4- Expanding student support services 5- Ensuring sustainable infrastructure <p>The DE team is working on objectives and possible action items, ensuring that the plan encompasses all areas on campus that need to be recognized in DE.</p>
5.	2:40-4:00	Workgroup breakouts	Workgroups	<p>Information</p> <p>The group transitioned into working groups at 2:45pm.</p> <p>Please send your worksheets to Leetha and Irene.</p>

2021 Meeting Dates: April 20 and May 18

Future topics: Design Lab, Distance Education Plan, Two year schedule based on program maps, marketing and communication, housing and access to SEM practices.

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