

LOS MEDANOS
COLLEGE

**Strategic Enrollment Management Agenda
Tuesday, April 19, 2022 from 2:00 – 5:00 pm**

Join Zoom Meeting: <https://4cd.zoom.us/j/98758230755>

Phone: (669) 900-6833

Meeting ID: 987 5823 0755

Tri-Chairs: Natalie Hannum (Vice President of Instruction), Tanisha Maxwell (Vice President of Student Services), and Carlos Montoya (Vice President of Business and Administrative Services)

Voting Members: Nicole Almassey (Assessment Coordinator), Ricci Bicomong (LMC Associate Student), Lynny Cano (LMC Associate Student), Milton Clarke (Political Science Faculty), Sheena Dugao (LMC Associate Student), Chialin Hsieh (Sr. Dean Planning & Institutional Effectiveness), Ryan Pedersen (Dean of Instruction: Math & Sciences), Ginny Richards (DSPS Manager), Camille Santana (Counselor), Nicholas Sessions (LMC Associate Student), Michael Simpson (Lead Admissions & Records Assistant), Beth Ann Stone (Administrative Assistant, Sr.), Nicole Trager (MESA Director), Sara Toruno-Conley (English Faculty), and Grace Villegas (Academic Scheduling Specialist)

Participatory Non-Voting Members: Rachel Anicetti (Academic Manger Transfer Center), Dave Belman (Dean of Student Success), Jeffrey Benford (Dean of Counseling and Student Support), Dennis Franco (Dean of Instruction: CTE and Workforce Development), Rikki Hall (Admissions & Records Director) Sabrina Kwist (Dean Equity and Inclusion), Morgan Lynn (Curriculum Chair/English Faculty), Aprill Nogarr (Interim Dean of Instruction: Liberal Arts), Janith Norman (DE Coordinator), Rudolf Rose (Counselor), Eileen Valenzuela (Office of Instruction, Supervisor), Julie Von Bergen (Math Faculty)

Meeting Logistic Support – Administrative Assistants Leetha Robertson, Irene Sukhu, and Note Taker - Shondra West

Item #	Agenda Time	Topic/Activity	Lead	Information Discussion Action
1.	15	Welcome, Announcements and Public Comments <ul style="list-style-type: none"> • Tech Plan Draft LMC Technology Plan 2022-28 • LMC’S Distance Education Strategic Plan Update • Program Review Y5 Theme Reports Timeline • Quality Focused Essay (QFE) 	Tri-Chairs	I
2.	10	Constituent Representatives – Roll Call of Voting Members <ul style="list-style-type: none"> • Vacancy – Management representative- request for volunteers 	Irene, Leetha, Shondra	A
3.	10	Approve Agenda– April 19, 2022 Approve Minutes– March 15, 2022	Tri-Chairs	A
4.	10	Finalize SEM Meeting Structure for 2022-2023 <ul style="list-style-type: none"> • 1st & 3rd Tuesday 3:15-4:30 + one workshop (TBA per semester) • 1st & 3rd Friday 09:00-10:30 + one workshop (TBA per semester) 	Carlos/Tanisha	I/D/A
5.	10	<ul style="list-style-type: none"> • SEP Writing Team <ul style="list-style-type: none"> ○ Update on writing team members ○ Progress report ○ Next meeting date ○ Review the timeline 	Chialin/Sabrina	I/D

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6.	20	<ul style="list-style-type: none"> • SEA Budget Workgroup <ul style="list-style-type: none"> ○ Reps from each constituency group for budget work group ○ Co-facilitated by VP's of Instruction and SS ○ Determine on-going costs <ul style="list-style-type: none"> ▪ Personnel- perm & hourly ▪ Equity Office, PD and Equity initiative (PIP, FAM, etc.) ○ Develop process for requesting funds and rubric for recommendations 	Tri-Chairs	D/I/A
7.	10	<p>Guided Pathways Marketing and Branding</p> <ul style="list-style-type: none"> • Marketing Director • Pole Banners & Other Campus Messaging • Sample Website Preview 	John/Eloine	D/I
8.	10	<p>SEM 2.0 Update & Self-Assessment Template</p> <p>https://losmedanos.wufoo.com/forms/sem-20-institutional-selfassessment/</p> <p>Writing session 4/22/22</p>	Tanisha/Natalie	I/D
9.	40	<p>SEM Breakouts: Add link of SEM Plan with Goals and priorities and review their progress and provide status of their goals and objectives. In put the templates from first year.</p> <ul style="list-style-type: none"> • Review goals and objectives and make recommendation- keep, roll over or abandon 	All	I/D
10.	20	Report outs from breakouts	All	I/D/A