

# LOS MEDANOS COLLEGE

## Strategic Enrollment Management

### Minutes

September 17, 2019

2:00 pm – 5:00 pm SS4-412

**Members Present:** Nicole Almassey, Rachel Anicetti, Dave Belman, Jeffrey Benford, Jorge Cea, Thyra Cobbs, Rikki Hall, Chailin Hsieh, Scott Hubbard, Sabrina Kwist, Tanisha Maxwell, Sally Montemayor Lenz, Carlos Montoya, Nikki Moultrie, Ryan Pedersen, David Reyes, Ginny Richards, Rudolf Rose, Eileen Valenzuela, Grace Villegas, Leetha Robertson (notetaker)

**Absent:** Marie Arcidiacono Kaufman, Joshua Bearden, Louie Giambattista, Natalie Hannum, Carla Rosas, Julie Von Bergen & Nancy Ybarra

**Guests:** Robert Delgado, Steven Freeman, Letta Greene, Laurie Huffman

Topic/Activity		Notes
	Call to Order	2:20 pm
1.	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>Welcome. Laurie Huffman: SEM please give consideration for discussing non-credit education, distant education, competency-based and impact of compressed calendar</li> </ul>
2.	<b>Approve:</b> Agenda for September 17, 2019 <b>Review:</b> Minutes - N/A	<ul style="list-style-type: none"> <li><b>Agenda Approved:</b> (M/S: N. Almassey/C. Hsieh); unanimous</li> <li>A general agreement was reached on the meeting times for the SEM Academy/coaches meeting (Thursday from 9-11am) and the SEM 30 (3<sup>rd</sup> Tuesday from 2-5 pm). <b>Action:</b> Place meeting time on next meeting agenda for a vote on the regular meeting time.</li> </ul>
3.	<b>Old Business - N/A</b>	
4.	<b>New Business</b>	
	4a. Introductions and college wide representation Reporting Responsibility SEM Overview - Core Components LMC Educational Master Plan Development of a project plan	S. Montemayor Lenz: <ul style="list-style-type: none"> <li>provided an overview on the formation of SEM as a SGC subcommittee. Members introduced themselves and their area of representation. <b>Action:</b> Review SGC position paper and IEPI Academy manual. The September 30<sup>th</sup> College Assembly will kick off discussion on mission, vision and values. February 2020 will be the kickoff for feedback on EMP using three forum (Managers, Faculty &amp; External partners).</li> </ul>
	4b. SEM Academy Review <ul style="list-style-type: none"> <li>SEM Plan due June 30, 2020</li> <li>First Thursday Meetings</li> <li>SEM Manual review</li> </ul>	R. Pedersen: <ul style="list-style-type: none"> <li>Meeting dates for each of the Pillar Groups needs to be established. Only Pillar 1 has an establish meeting date for the 3<sup>rd</sup> Friday of the month from 1-3 pm.</li> </ul>

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	4c.	<p>SEM Planning</p> <ul style="list-style-type: none"> <li>• Operations</li> <li>• First Friday Meeting (Pillar Leads/ GPAC)</li> <li>• Guiding Principles subgroup</li> <li>• Communications             <ul style="list-style-type: none"> <li>○ LMC Web Update subgroup</li> <li>○ Messaging</li> </ul> </li> </ul>	<p>R. Pedersen:</p> <ul style="list-style-type: none"> <li>• Feedback from College Assembly on the guiding principles was very good.</li> <li>• Working group identified (Kwist, Pedersen, Hall, Rose, Cea, Huffman &amp; Maxwell) for developing suggested guiding principles to report to SEM group. A concern was raised stating that the guiding principles be generated from within LMC rather than using any part from another college with the reminder that they must be/will be incorporated into EMP.</li> <li>• Communications work group identified: Benford, Montemayor Lenz &amp; Valenzuela. Ideas for messaging to communicate to the greater college community:             <ul style="list-style-type: none"> <li>○ Friday Faculty Focus</li> <li>○ Classified Senate</li> <li>○ Academic Senate</li> <li>○ Student Senate</li> </ul> </li> </ul>
	4d.	<p>Student Experience</p> <ul style="list-style-type: none"> <li>• Guided Pathways Pillars 1- 4 Review</li> <li>• Goals and Objectives</li> <li>• Operations - organizing the work</li> <li>• Meeting Dates</li> </ul>	<p>GP Pillar Groups reported out on their College Assembly breakout groups and how GP is integrated/driving the student experience component. Only Pillar 1 has established a regular meeting time. Each group must start planning for college-wide activities. <b>General Agreement:</b> Pillar leads will meet after the SEM 30 meeting on the 3<sup>rd</sup> Tuesdays. Reviewed data from district office regarding apportionment calculation.</p>
	4e.	<p>Institutional Organization</p> <ul style="list-style-type: none"> <li>• Goals and Objectives – intersection</li> <li>• Impact Policies, Procedures, Practices</li> </ul>	<p>Stay on the Path had a big discussion on the resources with a reminder to capture policies and procedures. Question: Does the discussion on policies and procedures get reviewed from a pillar perspective or to be discussed as a systemic issue? Non-credit challenge: We have a lot of ideas, but how do we incorporate them into the plan? Suggestion: We may want to tap into our cities and/or community partners for data/research they may have regarding the demographics as well as desired skills/training. SEM could be a great platform for Workforce Development to share the work we are doing. The SEM handbook has templates and a timeline for the work we must do. Attention should also be geared toward our current students as well as targeted groups.</p>
	4f.	<p>Fiscal Responsibility</p> <ul style="list-style-type: none"> <li>• Goals and Objectives - intersection</li> <li>• SCFF Impact</li> </ul>	<p>Tabled.</p>
5.	<b>Updates &amp; Announcements</b>		None.

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6.	<b>Wrap Up &amp; Next Steps</b>	Montemayor Lenz: The SEM handbook has templates and a timeline for the work we must do. See page 12 in the Roadmap section of the SEM Academy manual. Attention should also be geared toward our current students as well as targeted groups.
<b>FUTURE MEETING DATES TO BE DETERMINED NEXT MEETING (Tuesday, October 15, 2019 from 2:00 – 5:00 pm in SS4-412.</b>		