

LOS MEDANOS  
COLLEGE

**Strategic Enrollment Management Minutes**  
**April 20, 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**

Item #	Agenda Time	Topic/Activity	Lead	Information Discussion Action
1.	2:00	Welcome, Announcements and Public Comments	Tri-Chairs	<p><b>Information</b></p> <p>N. Hannum opened the meeting by encouraging everyone to type in the chat what they are grateful for. She the meeting to order at 2:06pm.</p> <p>L. Snow- formula for signing FTEF, filled out survey and has a chance to reflect- providing feedback. Stating that there have been cuts and instructors teaching different courses. It should be considered in the formula for allocating FTEF.</p> <p>T. Maxwell typed in the chat the verdict from the Chauvin trial.</p>
2.	2:05	<p><b>Approve</b> Agenda– April 20, 2021</p> <p><b>Approve</b> Minutes– March 16, 2021 &amp; February 16, 2021</p>	Tri-Chairs	<p>A few last minute changes to the agenda:</p> <p>Item #3 constituencies update- added “Faculty”</p> <p>Item #5- changed to Strategic Scheduling</p> <p>N. Hannum asked if we are defaulting to old voting structure or when does this shift happen? T. Maxwell doesn’t have an answer for that. We have yet to identify the management positions. C. Montoya mentioned that we stick with the old structure until all members are identified.</p> <p>Members who were originally part of SEM-28 are eligible to vote.</p> <p><b>Action</b></p> <p>Approval of Agenda 04/20/21: M/S: M. Lynn /J. Benford 16/0/0 motion approved (students- N. Sessions and J. Bui ineligible to vote this time since they are not part of the original SEM-28)</p> <p><b>Action</b></p> <p>Approval of Minutes 03/16/21- M/S: D. Belman/V. Richards, M. Lynn abstained, motion approved (14/0/1)</p>

				<p><b>Action</b> Approval of Minutes 02/16/21- M/S: C. Molina/R. Hall, motion approved (16/0/0)</p>
3.	2:15	<p>Constituent Representatives Update</p> <ul style="list-style-type: none"> <li>• Review Roster <ul style="list-style-type: none"> <li>○ Classified</li> <li>○ Faculty</li> <li>○ Students</li> <li>○ Management</li> </ul> </li> </ul>	Leetha Robertson	<p><b>Information</b></p> <p><b>Classified-</b> T'Sendenia Gage, Tamara Green, Grace Villegas (3/4)</p> <p><b>Faculty-</b> M. Clarke, S. Toruno-Conley, A. Nogarr, C. Santana (4/4)</p> <p><b>Students-</b> N. Sessions, J. Bui (2/4)</p> <p><b>Management-</b> forthcoming</p> <p>C. Montoya will take the management constituency to President's council to get on the agenda. T. Maxwell is working with students to fill out the student roster. N. Hannum thanked the group for their work on filling out these rosters.</p>
4.	2:15-2:45	<p>Guided Pathways Integration: Pillars 1, 2, 3, 4 are fully integrated (subsumed) into SEM Strategic Priorities and Working Groups</p> <ul style="list-style-type: none"> <li>• SEM GP Talking Points</li> </ul>	Tri- Chairs	<p><b>Information</b></p> <p>S. Montemayor- Lenz shared the SEM Guided Pathways Talking Points #1-6. T. Maxwell stated that this is to conceptualize and make sure to communicate a streamlined message. Sally stated that this was shared at the senates yesterday and the naming of LMC Major Pathways.</p> <p>M. Clarke stated that it sounds like guidelines rather than talking points. It would difficult for someone unfamiliar with GP to understand.</p> <p>M. Lynn suggested that it would be helpful to present at the College Assembly in the Fall to show everyone- hence the piloting, to engage the entire campus in this transformation and get feedback.</p> <p>N. Hannum responded that this initiative has been on campus since 2016 and we have had multiple get-togethers back when R. Rose and J. Von Bergen were working on this, we have sent people to workshops to get better understanding. At one point we need to move beyond and starting putting action steps in place. GP funding goes away at the end of next year- how we can start institutionalizing these pilots.</p> <p>E. Sanchez typed in the chat- “As an observer, what I see is that the leads pin the Student Support Services are on track with this movement, but a majority of faculty appears disconnected from the work going on.”</p>
		<p>Learning, Major, &amp; Career Pathways</p> <ul style="list-style-type: none"> <li>• Finalized list – now what?</li> </ul>	Sally Montemayor Lenz	
		<p>Structural and Functional Alignment from a linear organization to a matrix organization</p>	Carlos Montoya	

### **LMC Major Pathways**

The majority of the meeting is to discuss Guided Pathways and it being subsumed under the umbrella of SEM.

Finalized list- S. Montemayor shared the LMC major pathways list. 4 primary pathways:

1. Health, Behavioral Science & Social Science
2. Science, Technology, Engineering, & Mathematics
3. Business & Management
4. Art, Humanities, & Communication

All documents can be found on the LMC SEM page under Reports & Resources.

N. Trager asked in the chat- “I see the pilot program called out, but not the design lab, is that piece included inherently in this document?” T. Maxwell responded- “@Nicole. The Work of the Design Lab Team reports through the ISSR workgroup.”

N. Hannum stated that we have our 4 pathways, pilot program, etc. but how do we bring it all together and next steps. This will be discussed later in the meeting.

### **Structural and Functional Alignment from a linear organization to a matrix organization**

C. Montoya by opening up the discussion by asking how do we accomplish the work of the 4 pathways- key thing is making sure that we are aligned to tackle the work- it is how we place the priority and identify gaps. We want to help students enter the path and help them move through efficiently and effectively to reach their goals.

C. Montoya shared screen of the board chart- page 1 of 11. These can be aligned with how we can accomplish the 4 pathways.

Matrix Organizations:

“Project Manager” can be changed to one of the four LMC major pathways- this is the matrix organization that the group is looking at.

- Project Management matrix
- Engineering matrix
- Research matrix
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				<p>To determine which of these matrices fits with the alignment of the LMC major pathways.</p> <p>N. Hannum gave an example of a student's experience and stated that C. Santana does this work already. C. Santana assists with combining the counseling and Workforce &amp; Economic Development lenses to grow capacity for both units- onboarding students, retention, and building relationships with faculty.</p> <p>M. Lynn- credited C. Santana's work for innovation and willingness for creating noncredit. C. Santana responded in the chat- "Thanks, Morgan! Paula Gunder's ESL noncredit programs really paved the way along with Math noncredit program."</p>
5.	2:45-3:15	<p>Integration Next Steps Timeline:  <b>April/May</b>  <b>Continue SEM Working group progress:</b></p> <ul style="list-style-type: none"> <li>• Strategic Scheduling <ul style="list-style-type: none"> <li>○ Budget Allocation model</li> <li>○ 1 &amp; 2 year schedule of courses framework</li> </ul> </li> <li>• Integrated Student Support &amp; Retention (ISSR) Services <ul style="list-style-type: none"> <li>○ Integrate/merge work in Design Lab Team and SSLT with ISSR and across the four Learning, Major, &amp; Career Pathways (focus on a singular plan of action and working group)</li> <li>○ Cross-pollenate work of SSLT and Pathway Pilot Project</li> </ul> </li> <li>• Curriculum Analysis <ul style="list-style-type: none"> <li>○ Degree and course alignments to</li> </ul> </li> </ul>	Tri-Chairs & Sally	<p><b>Information</b></p> <p>See notes in the third column.</p>

		<p>COCI, ASSIST, Catalog, and Program Technical Review</p> <ul style="list-style-type: none"> <li>○ Refine Articulation functional roles and processes and assessment of committees such as GE, TLC, etc.</li> <li>○ Continue eLumen implementation - program uploads/imports, Program Review Module and Assessment module</li> <li>○ Cross-pollenate work of Instructional Programs and Pathway Pilot Project</li> </ul>		
		<ul style="list-style-type: none"> <li>● Distance Education (DE) <ul style="list-style-type: none"> <li>○ Complete DE S/P (Round 2)</li> <li>○ Prepare for a post-COVID environment</li> <li>○ Draft a multi-year budget model for long-term institutional implementation of DE</li> </ul> </li> </ul> <p><b>Informational SEM GP Road Show- all Senates, SGC, Department Chairs, Committees, etc.</b></p> <ul style="list-style-type: none"> <li>● Individual departments are oriented to the LM&amp;C Pathways and</li> </ul>		

provided with update  
on SEM and GP  
integration

**Pathway Pilot Program**

- Student cohort-specific activities:
  - 60+ student cohort
  - Progress surveys and LMC Academic Support and other services
  - 60+ student workshops
  - 30-60 student cohort Seminars – focused presentations on Pillar 3
- Technology tool to expand to full use, and interface and connect to instructional and support services – online tool assessment
  - Starfish/LMC Connect tool
  - Link CCC Apply to LM&C Pathways
  - Online student appointments – book sessions across departments
  - Complete planned

		<p>outreach for the upcoming terms</p> <ul style="list-style-type: none"> <li>• Establish next-level coordinated communication plan for summer/fall</li> <li>• Gather data on results</li> <li>• Refine methodologies based on data and feedback</li> <li>• Document Promising Practices to scale across all LMC&amp;C Pathways</li> </ul> <p><b>Structural and functional alignment discussions and movement toward aligning LMC with the four Learning, Major, &amp; Career Pathways</b></p> <ul style="list-style-type: none"> <li>• LMC Organizational chart review</li> <li>• Student Success Team Composition</li> </ul> <p><b>Continue 2021-2022 LMC Catalog Updates/edits</b></p> <p><b>May/June Instructional and Counseling Faculty Projects as OAS</b></p> <ul style="list-style-type: none"> <li>• Complete Tech Reviews</li> <li>• Program Validation &amp; Course sequencing</li> <li>• Programs in eLumen</li> <li>• Provide sequence maps to Marketing</li> <li>• Update program/department</li> </ul>		
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		<p>webpages</p> <ul style="list-style-type: none"> <li>• Marketing &amp; collateral material development: <ul style="list-style-type: none"> <li>○ Print materials</li> <li>○ LM&amp;C Pathway/program videos (expand development of Pathway Pilot project video productions to all LM&amp;C Pathways)</li> </ul> </li> </ul> <p><b>Career Services</b></p> <ul style="list-style-type: none"> <li>• Career assessment front loaded into student experience and next link to Career Services</li> <li>• Adopt and interface technology tools</li> </ul> <p><b>June/July</b>  <b>Project Manage the Pathway and Case Manage the Student Experience</b></p> <ul style="list-style-type: none"> <li>• Refine and document student, program, and course datasets used to inform Pathway Pilot practices – share with all LMC Pathways</li> <li>• Build out case management cohorts based on data for each Learning, Major, and Career Pathway (size and scope)</li> <li>• Expand Pathway Pilot Project to other Learning, Major, &amp;</li> </ul>		
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6.	3:15-3:45	Guided Pathways Project Workbook: Pillars 1 - 4 How to get it done! And, a call to action!	Sally Chialin Tri-Chairs	<p>S. Montemayor-Lenz shared her screen of the build out of the four pathways in an Excel spreadsheet showing Fall 2020 data provided by C. Hsieh. The workbook displays a timeline of when certain steps should take place. (steps to help first-year students figure out their path)</p> <p>N. Hannum asked for feedback from the student representatives (J. Bui and N. Sessions) - it is overwhelming but the outlining the Guided Pathways process from the beginning will be helpful for future students. The idea of a success coach is great. It is good to have resources and sometimes as a student, it is difficult to find the resources. Also, considering some students are part of other learning communities where they have direct access to resources.</p>
7.	3:45-4:00	Discussion & Feedback	All	<p>Note to address N. Session's question in the chat at a future time: "Last thing before we go I want to know how ethnic studies would be incorporated into the guided pathways curriculum"</p> <p>Motion to Adjourn at 4pm: M/S- C. Hsieh/C. Santana, approved</p>
				<b>2021 Meeting Dates: May 18, 2021</b>

