

**LOS MEDANOS
COLLEGE**

Strategic Enrollment Management Agenda May 18, 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

Voting Members: Nicole Almassey, Rachel Anicetti, Dave Belman, Jeffrey Benford, Steven Freeman, T'Sendenia Gage, Rikki Hall, Chialin Hsieh, Scott Hubbard, Sabrina Kwist, Morgan Lynn, Jennifer Ma, Carla Molina, Nikki Moultrie, James Noel, Aprill Nogarr, Ryan Pedersen, David Reyes, Virginia Richards, Rudolf Rose, Sara Toruno-Conley, Eileen Valenzuela, Grace Villegas, Julie Von Bergen

Non-Voting Members: Natalie Hannum, Tanisha Maxwell, Carlos Montoya

Notetakers: Leetha Robertson & Irene Sukhu

Guests: Bill Bankhead, Jeffrey Bui, Milton Clarke, Rick Estrada, Christina Goff, Stacey Miller, Sally Montemayor-Lenz, Eric Sanchez, Camille Santana, Lucy Snow, Nicole Trager, Catt Wood

Item #	Agenda Time	Topic/Activity	Lead	Information Discussion Action
1.	2:00	Welcome, Announcements and Public Comments	Tri-Chairs	<p>Information</p> <p>N. Hannum suggested that everyone share fun summer travel plans in the chat.</p> <p>N. Hannum called the meeting at 2:04pm. A. Nogarr announced a reminder to back up all Zoom recordings, they will be deleted July 1.</p>
2.	2:05	<p>Approve Agenda– May 18, 2021</p> <p>Approve Minutes– April 20, 2021</p>	Tri-Chairs	<p>Action</p> <p>The voting structure will stay the same since we have not voted on management representation.</p> <p>N. Hannum proposed to change the order of the agenda items to (content is the same):</p> <ol style="list-style-type: none"> 1. Welcome & Announcements 2. Approve Agenda & Minutes 3. Constituent Representatives Update 4. SEM GP Integration 5. Reflections & Progress 6. SEM Meeting Structure 7. Adjourn <p>Action</p> <p>Approval of Agenda 05/18/21: M/S R. Anicetti/C. Hsieh, approved (15-0-0)</p> <p>Action</p> <p>Approval of Minutes 04/20/21: R. Pedersen, V. Richards, approved (13-0-0)</p>
3.	2:15	<p>Constituent Representatives Update</p> <ul style="list-style-type: none"> • Review Roster <ul style="list-style-type: none"> ○ Classified ○ Students ○ Management ○ Faculty 	Leetha Robertson	<p>Information</p> <p>Management representatives discussed at cabinet per C. Montoya's notes:</p> <ul style="list-style-type: none"> • Carla Molina – (alt Dave Belman) • Chialin Hsieh – (alt Rikki Hall) • Ryan Pedersen – (alt Nikki Moultrie) • Virginia Richards – (alt Sabrina)

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				Kwist)
				The new voting structure can take place next meeting starting next semester. We are still looking for student representatives.
5.	2:25	<p>Reflections, Progress, Visioning and Next Steps: A comparison of what was – the written plan and what was accomplished – where we need to go:</p> <ul style="list-style-type: none"> • Strategic Scheduling • Curriculum Analysis • Integrated Student Services and Retention • Distance Education 	Tri-Chairs	<p>Information</p> <ul style="list-style-type: none"> • Curriculum Analysis- N. Moultrie N. Moultrie shared her screen- focused on 4 areas for 2021 academic year (focused the most on 1 and 2) <ol style="list-style-type: none"> 1. Expanding GE offerings 2. Complete a robust degree, certificate, and transfer requirement and integrate articulation processes between departments <p>N. Hannum- E. Valenzuela is the articulation officer, started with Curriculum Analysis group and weren't communicating as effectively because of some gaps.</p> <p>E. Valenzuela and R. Anicetti- have met to discuss how different areas could work together. R. Anicetti mentioned that they looked articulation of LMC classes and 4 year universities.</p> <p>R. Anicetti- 3 different areas:</p> <ol style="list-style-type: none"> 1. Creating more transparency in updates in curriculum processes, curriculum calendar. Articulation update- articulation officer updates the committee on pending submissions 2. Identifying gaps- working with other departments to create articulation wish lists 3. Building resources for instructional faculty on articulation- during flex training or on the website to build efficiency in curriculum <ul style="list-style-type: none"> • Distance Education- A.Nogarr Goal 4: Build a culture and infrastructure of outstanding online teaching and learning. <p>Objective 4.1: Develop and publish a comprehensive training plan and activities annually based upon faculty and classified professionals self-identifies proficiency levels.</p>

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				<p>Objective 1.1: Develop a one-year and two-year scheduling process that is cross disciplinary and aligns with meta-majors</p> <ul style="list-style-type: none"> In Spring 2021, meeting time was a challenge to meet outside of SEM meetings. Build an intentional schedule and then analyze constraints Programmatic planning- mechanics of scheduling on the back end <p>Objective 1.3: Integrate strategic scheduling activities across college divisions and department</p> <p>R. Pedersen reviewed the draft timeline of when the activities for the objectives would take place.</p>
6.	2:55	SEM Meeting Structure for 2021/2022- Reflection and Feedback	Tri-Chairs All	<p>Information</p> <p>N. Hannum suggested the following:</p> <p>3rd Tuesday of the month 2 hours</p> <p>First hour for check-in/report out including everyone and all working groups- co leads would have a written document ready to share</p> <p>Second hour will look at strategic scheduling piece</p> <ul style="list-style-type: none"> Strategic scheduling does not have a workspace outside of this group, whereas the other groups meet at other times outside of SEM. <p>Other options: 3 hour meeting, Strategic Scheduling meets one hour before SEM</p>
4.	3:15	<p>SEM/GP Integration</p> <ul style="list-style-type: none"> eLumen to Replace Program Mapper (Visual Sample) LMC Pathways Branding Logos Pathway Pilot Update Focus Flex Proposal <p>June</p> <ul style="list-style-type: none"> Summer Activity Updates: <ul style="list-style-type: none"> Counselor led Success Team: review of models, Pilot 	Tri-Chairs Nikki Chialin	<p>eLumen to Replace Program Mapper (Visual Sample) - I/A</p> <p>N. Moultrie shared her screen of eLumen, starting to build up programs: curriculum, ILOs, strategic initiative, etc. they are working with counselors and faculty to review and validate course sequencing. OOI is validating which programs (degrees) and will import the information over the summer. August 1- there will be funds for faculty and counselors to look at these program and build up course sequence.</p>

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		<p>August</p> <ul style="list-style-type: none"> ○ draft, building the LMC model ○ Program Review Tech Review 2.0 to support Program Tech Review 5th cycle 	<p>This work is crucial to the work with Guided Pathways.</p> <p>N. Moultrie decided to move to eLumen because it connects to all different places and if one thing is revised, it flags others to consolidate systems.</p> <p>J. Bui posted in the chat- “I completely agree with Natalie and Morgan that counselors are extremely important for a student to navigate their educational careers. As a student, I have many questions regarding my classes and what are my best options that cannot be answered without the experience and expertise of counselors”</p> <p style="text-align: center;">LMC Pathways Branding Logos- I/A</p> <p>These icons are out for feedback. S. Montemayor-Lenz is working with marketing and others on the iconography. This will be more solid in the Fall.</p> <p>N. Moultrie added that we are in the 5th year of program review. We would like to bring together counselors during summer, looking at program maps, course sequence, any changes going through curriculum process at the end of Fall 2021.. in the spring, it will inform GP and the student centered schedule. She encouraged everyone to take advantage of this opportunity. It will offer OAS.</p> <p style="text-align: center;">Pathway Pilot Update- I</p> <p>The group has met 14 Mondays and 14 Tuesdays. The meetings will pick back up in June. Will debrief the entire process. She shared her appreciation to C. Molina for stepping up in the process and allowed us to use Starfish.</p> <p>C. Hsieh– assigned as dean, she gathered data, started on pillar 3 (implementing and breaking things in a good way) and debrief in June but next steps will be to expand N. Moultrie and her team are working on clarifying the path.</p> <p style="text-align: center;">Focus Flex Proposal- I</p> <p>S. Kwist mentioned that this year’s focus flex will be a hybrid and pedagogy. Equity framework with why. And the how is how we</p>
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7.	4:00	Meeting Adjourn	<p>Information</p> <p>Motion to extend meeting by 7 minutes: (7-0-0)</p> <p>M/S: M. Clarke/C. Santana, approved</p> <p>Adjourned at 4:10pm</p>
Fall Meeting Schedule: 3 rd Tuesday of the Month: September			