

Enrollment Strategy and Planning Committee

The Enrollment Strategy and Planning Committee is dedicated to developing and implementing strategies that ensure equitable and efficient scheduling processes. This committee focuses on creating schedules that maximize opportunities for all students, ensuring transparency and fairness in all scheduling decisions, and supporting the institution's financial health.

Established on/by	
Meeting Schedule	Meets on the 1 st and 3 rd Tuesdays of each month from 3:30 – 4:30 pm.
Charges	<p>Data Analysis and Reporting: Regularly analyze enrollment data to identify trends, gaps, and opportunities for improvement. Provide reports to stakeholders to inform decision-making.</p> <p>Process Development: Develop and update processes and policies related to scheduling and enrollment to ensure they are transparent, efficient, equitable and align with the institution's priorities and values.</p> <p>Stakeholder Engagement: Engage with students, faculty, and staff to gather feedback and ensure that their needs and concerns are addressed in the scheduling process as recommendations are made to the Vice President of Instruction.</p> <p>Implementation, Monitoring, and Collaboration: Oversee the implementation of scheduling strategies and monitor their effectiveness. Adjust as necessary to improve outcomes. Coordinate with Guided Pathways/Students Success teams to ensure implementation alignment.</p> <p>Training and Support: Provide training and support to department chairs, deans, and staff involved in the scheduling process to ensure they understand and can effectively implement new policies and procedures.</p> <p>Student Success Team Collaboration: Align and coordinate efforts by meeting at the beginning and end of each semester, sharing meeting agenda and minutes throughout the semester to ensure mutual awareness, collaboration and integration of strategies that enhance enrollment, retention and overall student success.</p>
Primary Accreditation Standards Supported	<p>Standard 1: 1.3</p> <p>Standard 2: 2.1, 2.5, 2.6</p> <p>Standard 3: 3.4</p> <p>Standard 4: 4.3</p>
Committee Chair(s), Group Recorder	<p>Co-Chair – Vice President of Instruction (VPI)</p> <p>Co-Chair – Sr. Dean of Planning and Institutional Effectiveness (PIE)</p> <p>Group Recorder – Sr. Administrative Assistant to VPI</p>
Members	<p>Minimum of 2 Faculty representatives (ideally instructional and non-instructional)</p> <p>Minimum of 2 Classified appointed by Classified Senate (ideally includes instructional and non-instructional)</p> <p>2 Students appointed by LMCAS (as available)</p> <p>Resource members: Scheduler, Instructional Deans (ideally includes all deans), VPSS, VPBS</p> <p>All LMC Employees welcome</p>
Primary Reporting Relationship	SGC

Potential Subcommittees	N/A
Website	Edit previous SEM website
Evaluation	
Last Updated	12.11.24