

REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Enrollment Management Committee (EMC)
November 7, 2016 1pm – 2:30pm
Boardroom

Agenda

1. Call Meeting to Order:
2. Approve Notes from 10/17/16:
2. Discussion Items
 - 2.1 GE offerings by day and time (attachment)
3. Future Agenda items
 - 3.1 Communication with students surrounding registration
4. Announcements

CCC Confer:

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REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Enrollment Management Committee (EMC)
October 17, 2016 1pm – 2:30pm
FM 110

Summary Notes

1. **Call Meeting to Order:** Present: Angelina Hill, Rianne Connor, Kelly Carbone, Dave Bazard, Sheila Hall, Rory Johnson, Marla Gleave, Franz Rulofson, Joe Hash, Erin Wall, Tiffany Schmitcke, Maggie White, Crislyn Parker-support

2. **Discussion Items**

- 2.1 *Introductions and Identifying future issues to tackle:*

Suggestions:

- Room Scheduling
- Look at Student Ed Plan data when developing the schedule
- The committee discussed possible changes to ease scheduling conflicts and classrooms assignment, such as: increasing DE classes; add more morning classes (before 10am); begin schedule creation earlier in the year.
- Scheduling and program review are both due at the same time in the fall, and are time-intensive. To move the schedule time line up, the committee discussed and agreed to have Program Review templates available year around. Various areas of program reviews can be done in advance of receiving data, then finalized with faculty and staff once school starts.
- Tiffany agreed that the scheduling for both spring and fall can be submitted at the same time; but she requests that as soon as deans/directors are sure about any classes, to submit to Shereen for scheduling; not wait for *all* scheduling to be completed.
- Based on this discussion Angelina will inform the deans and Tiffany will revise the schedule timeline.

- 2.2 *Summer Term Session schedule*

- Question have arisen whether it could work to push the beginning of summer sessions out to two weeks following the end of the academic year, versus starting the week following the end of the semester. Discussion turned to how the number of session start dates affect faculty, staff and financial aid.
- In an attempt to reduce the number of summer session start dates, the committee looked at various factors: financial aid requirements, sections offered in previous years, flexibility (courses that can be used for FTES in either the current or new fiscal year) and the number of students enrolled in the various sessions.
- After comparing these factors, the final consensus is to offer summer sessions starting at two separate dates, as follows:
 - 4 week Session: 6/26 to 7/13
 - 8 week Session: 5/22 to 7/13 and 6/26 to 8/17
 - 10 week Session: 5/22 to 7/27
 - All choices except one allow flexibility in claiming FTES.

- 2.3 *Student Communications through Registration Process*

- Look at Student Ed Plan data
- Moving this item and suggestion to a future agenda

3. **Future Agenda items:**

>GED Patterns in Scheduling

4. **Announcements: None**