

REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Enrollment Management Committee (EMC)
December 5, 2016 1pm – 2:30pm
Boardroom

Agenda

1. Call Meeting to Order
2. Review Notes from 11/7/16
2. Discussion Items
 - 2.1 Enrollment Management Discussion with Professional Resource Team
 - 2.2 Schedule building Process and Check-in
 - 2.3 communications with Students through the Registration Process
3. Future Agenda items
 - 3.1
4. Announcements

CCC Confer:

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

1. Call Meeting to Order: Present: Angelina Hill, Rory Johnson, Dave Bazard, Maggie While, Danny Walker, Tiffany Schmitcke, Rianne Conner, Kelly Carbone, Erin Wall, Joe Hash, Crislyn Parker-support

2. Approve Notes from 10/17/16:

3. Discussion Items

2.1 GE offerings by day and time (attachment):

- Discussion and review of this spread sheet is to determine if more courses can be scheduled outside of the most popular time frame between 10am to 2pm.
- Tuesday and Thursday class schedules are more impacted than other days.
- Not all offices are open prior to 8:30. Agreed to look at bus schedules, prior to final decision-making.
- There are only a small number of classes that need to be run three days a week.
- CTE funding area must show growth in completion and degree/certificate. Create a cohort model of degrees/certificate requirements and pre-set schedules including GE options and allowing for options for their electives. Placement can complicate this type of scheduling process. If can set aside various levels of English and math; and/or not link the classes allowing students to choose. Pairing math and English together can help if there are two classes offered on the third day for large unit classes. Lab time must be included for students, as well.
- The number of units affects the length of the class and whether it overlaps one or more scheduling blocks.
- Moving forward with 3-day package; Dave and Erin coordinate what offerings and packages could be, counselors would advertise to students. (Eng. 1A, GE Math, Social science or a lab on Friday
- Next steps: Note, the earlier classes can be sent to scheduler, which allows time for analysis. Discussion on how to 'market'.
- CTE can utilize 2:50 or 4:15 course offerings.

Note: Angelina clarified that we are **not** on stability this year and need to up FTES as much as possible. To move to the summer sessions as discussed in the last meeting, might not be good for non-stability years, but definitely for stability years.

Follow-up: Opening up program review for the current year earlier. No objections from PRC Chair Joe Hash.

Marketing for spring registration, since beginning OneReg: we need a campaign; enrollments seem to be sluggish for spring. Many suggestions include tabling and or in the fishbowl with wi-fi computers to register students, put on various Marquis in eureka, et. al.

4. Future Agenda items

- 3.1 Communication with students surrounding registration
- 3.2 Marketing campaign for spring semester
- 3.3 Discussion on De-Reg

5. Announcements