EMC Mission
To interpret enrollment trends, patterns and projections, student achievement/success data, basic skills student achievement data, and to inform all institutional divisions and units in meeting CR’s enrollment goals within a framework of collaboration continued growth and community alignment. The Enrollment Management Committee (EMC) also formulates enrollment goals consistent with the College’s mission and program review data, develops FTES budget projections, implements, monitors, and periodically revises the process of student enrollment and retention.

1. Call to Order

2. Review Summary Notes for November 4, 2013

3. Action Items

4. Discussion Items
   4.1 Education & Matriculation Pathway Task Forces
   4.2 Review End of Semester Enrollment Data (attachment
   4.3 Dual Enrollments Update
   4.4 Basic Skills Subcommittee Update
   4.5 First Year Experience Update

5. Reports

6. Future Agenda items
   6.1 Three year enrollment targets

7. Announcements

Adjournment

CCC Confer Information
PARTICIPANT DETAILS
> Dial your telephone conference line: 913-312-3202 or (888) 886-3951
> Cell phone users dial: 913-312-3202
> Enter your passcode: 828441
1. **Meeting Called to Order**: Present: Keith Snow-Flamer, Bruce Wagner, Melissa Ruiz, Jolene Gates, Anita Janis, Dave Gonzales, Pam Kessler, Tracey Thomas, Angelina Hill, Michael Dennis, Danny Walker, Kathy Goodlive, Harry Pyke, Barry Tucker, Crislyn-Parker

2. **Review Summary Notes for October 7, 2013**: Approved as changed

3. **Action Items**

4. **Discussion Items**

   4.1 **Review Revised 2013-16 Enrollment Management Plan**
   - The current draft reflects the committee’s discussion to simplify and remove redundancies in the 2013-2016 EMC plan. The following issues/changes are noted: pg. 6, resident goals may change for 2015-16; the target goal for 2013-14, will be revised to 4416, and be split evenly between fall and spring (2108) semesters. Keith will update the draft, post for Accreditation, and forward to expanded cabinet.
   - For clarification, funded FTES are what the Chancellor’s Office approves and our budget is based upon; whereas target FTES, are what we would like to do.

   4.2 **Potential Winter Intersession**
   - The pros and cons of adding an intercession for the 2014-15 (spring 2015) academic year were discussed. The decision should be made on how a winter session will affect the schedule and whether it will help students complete quicker. Other considerations: staffing, registration, financial aid, sequencing, regular semester course offerings, tracking completions; number of withdrawals and what courses were offered.
   - Agreed intercession is not a topic to be moved forward at this point.

   4.3 **2013-14 FTES update**
   - Fall 2013 actual final FTES are 1921 (the current chart was as of 10/22/13); the spring projection for spring projection is also outdated by approximately 300FTES. Discussion on how to improve efficiency in calculating sections.
   - Full-time faculty is at 48%; associate faculty is at 51%; which means full time faculty saturation is at 6300 and we are already at 6700 TLUs.
   - Bottlenecks are in English and Math

   4.4 **Optimal enrollments Discussion**
   - Committee agreed using 4000 to 4100 FTES, including summer, is a good base to begin discussions on realistic and optimistic enrollments. Discussion on financial feasibility of non-credit courses based on volume and compensation factors. Due to financial aid issues, basic skills courses at levels below high school were moved to non-credit.
   - Articulation between non-credit and credit basic skills courses needs to be done.
4.5 *Update on Basic Skills Subcommittee Work*
- BSC has increased membership to include additional EMC members.
- Funding proposals will go out to all; deans can initiate the process; and ideally proposals should be tied to program review and the annual plan. Funding is available for areas outside math and english and needs to be marketed to the district, as well.

4.6 *Update on 1st year experience work* - N/A

5. **Reports**

6. **Future Agenda items**
   - 6.1 *Three year enrollment targets*

7. **Announcements**

Meeting Adjourned.