1. **Call to Order: Present:** Keith Snow-Flamer, Bruce Wagner, Pam Kessler, Danny Walker, Jolene Gates, Melissa Ruiz, Anita Janis, Lynn Thiesen, Tracey Thomas, Harry Pyke, Sheila Hall, Kathy Goodlive, Crislyn Parker-support

2. **Approve Summary Notes for November 4, 2013:** Approved as stand.

3. **Action Items**

4. **Discussion Items**

   4.1 **Education & Matriculation Pathway Task Forces**
   
   - Task forces are in the process of being established. The matriculation task force will look at student pathways from recruitment through the first semester, will be evaluated, and areas of improvement identified.
   
   - Faculty members identified by the senate will be included in the education pathways task force, who will review all associate degrees and certificates to determine viability and sustainability, look at transfer degrees, and look at where the college should be in a couple years.
   
   - Discussion on the time frame for degree or certificate completions; e.g. using 15 units as the basis for a two year track.
   
   - EMC recommends supporting the purchase of an online software for Datatel for processing census rosters and withdrawals with reason codes (approximately $10,000; the request is included in the enrollment management program review).

   4.2 **Review End of Semester Enrollment Data (attachments)**
   
   - Changes in Enrollment, Fall 2013 document: shows decline by number and percentage of enrollments during Fall 2013. Census and end of semester drops are at about a consistent 10% drop with the exception of online courses. This is a preliminary look at how CR would be funded based on end of semester enrollments.

   4.3 **Dual Enrollments Update**
   
   - Keith has been meeting with N. Humboldt superintendents regarding dual enrollments and placing CR courses at the high school sites. It looks three locations are very possible, starting fall 2014.
   
   - The high schools will support the course offerings, courses will likely be offered late afternoons and/or evenings, and they will be open to the public. College will enter into a facilities agreement with participating schools.

   4.4 **Basic Skills Subcommittee Update**
   
   - Basic Skills Funds have been allocated to several petitioners for basic skills projects.
   
   - Discussion that getting students through quickly can be difficult due to lack of preparedness.

   4.5 **First Year Experience Update**
   
   - FYI submitted an instructional program review fall 2013, which included core courses GS1, GS 6, Guidance 8. Currently, approximately 400 enrollees, the majority already enrolled in Math and English. Spring 2014 will offer fewer GS courses, but enough to cover all EOPS, etc. students. Seven orientations are scheduled prior to spring 2014. Advising (beginning summer 2013) recommends students begin math, English, and college success. Math Jam is included in advising.
   
   - Assessment of FYE will be based on success, retention and persistence of cohort groups. A student survey inquiring about the enrollment process, student experience and connectedness will be sent at the end of the fall 2013 semester. Sheila would like to survey the participating associate faculty for feedback, as well.
5. Future Agenda items
   5.1 Three year enrollment targets

6. Announcements
   • Bill Scroggins (ACCJC) had remarked that for budget purposes, there should examples of both the best and worst scenarios for FTES and TLUs. Budget is currently based on best case scenarios, but stability and worst case need to be addressed.
   • Note: Cabinet will begin discussion regarding faculty hiring.
   • Discussion/observation that in order to have innovation and improvement, and sustain larger enrollments, more full-time faculty are needed.

Adjournment