Call to Order: Present: Keith Snow-Flamer, Bruce Wagner, Anita Janis, Danny Walker, Barry Tucker, Sheila Hall, Kathy Goodlive, Pam Kessler, Lynn Thiesen, Angelina Hill, Melissa Ruiz, Erin Wall, Tracey Thomas, Dave Gonzales, Michael Dennis, Michelle Feldman Bivona Crislyn Parker-support

Review Summary Notes for October 7, 2013: approved as corrected

Action Items

Discussion Items

4.1 Review Revised 2013-16 Enrollment Management Plan: Annually, Keith prepares a draft plan and brings to EMC for recommendations, based on historical data, using IEC scorecard benchmarks. Angelina will bring the data from the last three years for review. Following are suggested revisions to the plan:
- Review library hours in Eureka and library issues for Mendocino and Del Norte (Counseling and FYE section); link to the overall discussion of education pathways, student success, student satisfaction and program review.
- Clarify remedial and basic skills courses: define or refer to the Scorecard.
- Combine, clarify and remove duplications under Curriculum & Instructional Programs.
- Student equity action is too broad - revise to only one or two actions or remove and confirm pathways actions with the student equity committee.
- Add open CCC apply: implementing a new student application process.
- Overall, reduce the number of actions.
- Following revision, re-order by completion dates or include a summary by year.
- Nothing listed for #7.
- Correct total FTES (page 9) to 4416.
- Add evaluation of scheduling blocks in disciplines annually. Note: The enrollment management plan and program review have the same/similar actions - the EMP is linked to the annual plan; all plans are linked to program review and should use similar language.

4.2 Debrief on Fall enrollment:
Fall 2012 to 2013 comparison, shown by section and by TLU location. (Fall 2013 is approximate.) Our summary is usually a little higher than the number submitted for apportionment; FTES/section is down; fill rates even, online and site sections down. Headcount is down district-wide by approximately 10%.

4.3 Projected Spring enrollment
- Based on fall we will be short approximately 350 FTES. (Angelina will check the projected Spring TLU numbers, as they are high).
- TLU Categories model was pulled from overall section report. If we are off on TLU spending, we are off on the 50%. The Deans will meet and look at details on this.
- Note: Four or five DE courses must be removed from the spring schedule. Steve Brown will look at BT 16, Bus 1a, DM 7, 10 or 11, and either cancel or move to in-seat. Susan Clifford warned CR to be in compliance.
- TLU allocation model needs to be revised due to shift of some courses to non-credit.

4.4 Potential Winter intersession - move to next meeting.

4.5 Report on Student Success Conference

4.6 Update on Basic Skills Subcommittee work

4.7 Update on 1st year experience work
5. Reports

6. Future Agenda items:
   a. Three year enrollment targets
   b. Basic Skills courses under discussion (note: basic skills success benchmarks: 2012-13 58%; 2011-12 54%; 2010-11 55%; 2009-10 57%)

7. Announcements

Meeting Adjourned. Next meeting November 4, 2013