Annotated Agenda


2. Review Summary Notes: None

3. Action Items: None

4. Discussion Items
   4.1. 2013-14 Operating Agreement:
   4.1.1 Committee membership: Page 3 of the operating agreement lists the updated membership to include the new Associate Deans and representation for Del Norte, KT and Mendocino. The committee discussed shifting from a committee-based structure to a more functional structure. If so, is a CSEA representative required, and can one person represent more than one constituency? It was agreed to move forward with the current membership and assess at the end of the year.
   4.1.2. EMC/Basic Skills Committee structure: It was agreed Basic Skills will be considered a sub-committee. First Year Experience was formed to establish an ongoing process for first year students. Meetings will be on an ad-hoc basis to be sure the FYE process is sustainable. The EMC will be discussing how to improve basic skills this year.
   4.1.3. Confirm Meeting Dates: EMC will meet on the first and third Mondays monthly; with changes to February and March due to holidays and spring break.

4.2 2013-14 Enrollment Update: Comparing Fall 2012 to Fall 2013, overall enrollment for fall 2013 is 1984 (prior to census). The 2012 data is from census; fall 2013 is day by day. This report doesn’t reflect apportionment for online courses. (Note: reports will be cataloged on the IR site.

4.3 Reviewing and updating the Enrollment Management Plan:
   - The final draft of the enrollment management plan will be reviewed at the next meeting. It will be sent to ACCJC on October 15, showing our effort to address decreasing enrollments.
   - EMC recommends FTES targets to the BPC and needs to come up with realistic goals and targets for the next three years. EMC recommendations have budget implications, so there will be much discussion on whether we become a smaller college or try to increase enrollments.
   - The EMC should lead the college on how to address performance based targets. Funding is based on enrollments and performance. In the future it will be based on degree/certificate completions.
   - The FTES target was revised downward over the summer by cabinet because the previous target was unrealistic.

5. Reports
   - A discussion on optional student fees and how to opt out came up, but was decided this was not the venue and it would be moved to the correct area for review.

6. Future Agenda items
   - Reviewing and updating the Enrollment Management Plan
   - Determining optimal and sustainable enrollment targets
   - Debrief on fall enrollment statistics
   - Task force on the financial aid default plan.
   - Winter Sessions
   - Paul DeMark, report out on the results of the class Fall 2013 Marketing Survey
   - Student Ed Plans
   - Two-Year Academic Calendar

7. Meeting adjourned