Enrollment Management Committee  
Wednesday, March 3, 2010  
2:00-3:30  
Boardroom  
Notes

Present: Jennifer Bailey, Steve Brown, Marjorie Carson, Martha Davis, Anna Duffy, Jolene Gates, Kathy Goodlive, Melissa Green, Sheila Hall, Allen Keppner, Anita Janis Maggie Lynch, Karen Nelson, Tiffany Schmitcke, Keith Snow-Flamer and Bruce Wagner

Class Tracks Overview: Tiffany gave an overview of Class Tracks with information discussed on the following topics.
- Fill rates
- Cancellations
- Term, Time, Division, Discipline
- Trend data
- Curriculum Patterns

Course Cancellation Procedure and Practices: There was discussion regarding course cancellation procedures and how to improve them. The importance of historical data on how courses fill, the availability of area coordinators and a budget that supports the number of sections was noted. It was also noted that steps should be taken to reduce the number of course cancellations so that students are allowed sufficient time to find a substitution. There was concern regarding the fairness of all sites having the same criteria regarding cancellations.

A suggestion was made for the Klamath-Trinity site to consider offering Education 205, 225 and non-credit education classes.

In the future different ways to deliver courses to student at sites should be explored including Distance Education and Teleconferencing. Snow-Flamer will revise the cancellation process flowchart reflecting the recommendations of the committee.

Process for Mandatory Electronic Grade/Late Add Registration: There was discussion regarding mandatory electronic grade/late add registration. Kathy noted that she currently processes hundreds of late and add cards. She also noted that it will be mandatory for faculty to enter grades electronically for the spring semester.

Orientation and First Semester Experience Program: Orientations are being scheduled and will be available online and in person. It was noted that 80 percent of students enrolling for the first time are at basic skills or remedial level.

Adjourned: 3:30