

# Enrollment Management Committee

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Date: *Friday, 3<sup>rd</sup> February 2012*

Time: *10:00AM – 11:00AM*

Location: *Board Room*

Attended: *Peter Cammish; Barbara Fountain; Thomas "Jerry" Kea; Shirley Lewis; Maire Morinec; Frances "Betsy" Julian; Jeffrey Lamb; Shemila Johnson; Erin Vines; Nicholas Cittadino; Thomas Watkins; Cynthia Simon; Robin Darcangelo*

## 1. Approval of Minutes

Approved

## 2. Report from EM Data Subcommittee – Peter Cammish

Presented details of discussion on reports decided with Deans.

Question was raised on whether wait list data is held in Banner, at the moment it is not.

Point raised in terms of having to make cuts. Number of cuts should not be defined by number of sections since not all sections are equal. A better measure to define quantity of cuts required would be FTES.

Deans would also like a list that focused on class efficiency, this would include fill rate and load (WSCH/FTEF)

Request for availability of financial data that would include burn rate, useful for discussions with faculty.

### 3. Report from HSI Subcommittee – Barbara Fountain

We cannot apply now to become an HSI, maybe next year in which case it would be based on Fall 2012 enrollment, although the future of the program is uncertain.

The feeling of the committee is that reaching the 25% goal is possible given the service area.

Currently looking at initiatives to help students declare their ethnicity. Some question about whether this initiative should be targeted towards Hispanic students only.

A number of outreach events are planned for Feb/Apr.

Publicity materials are available in Spanish but need to be updated.

Point was raised that there has been some insensitive comments made when previous Hispanic groups have met on campus. There was a general feeling that there is a need for staff education.

### 4. Report from International Students Subcommittee – Shemilla Johnson

Subcommittee has met twice since last EMC.

Produced a grant proposal that has been helpful to illustrate what is required

A draft of an international student brochure has been produced

A focus group was held with international students that produced some excellent feedback about student not feeling integrated within the college.

Some talk of resources on campus that may help with international recruiting, for example, faculty on sabbatical trips.

Point raised that we should consider the nationality of students we are trying to attract. It was felt that international students most likely to succeed are those that are represented in the community.

## 5. Follow on actions

Peter – add efficiency report to list of reports to produce for Data Subcommittee

Peter – contact Yulian about the possibility of expressing cuts in terms of FTES

Peter – contact Yulian(?) about budget burn rate report in INB

Barbara – talk about staff training at HSI subcommittee meetings

Shemila – send draft of international student brochure to rest of EMC

Shemila – look at nationalities represented in Solano County