

Enrollment Planning & Management Committee Meeting

Members: Michael Adams, Susie Agostini, Melissa Beach, Mary Creedon, Jesse Falke, Ken Hart, Linda Hoile, Pedro Mendez, Bob Nadell, James Palmer, Becky Plaza, Brian Sanders, Karen Walters Dunlap, Ken White, Gary Whitfield, John Zamora

AGENDA

March 9, 2010

Morris Conf. Room A, 3:00pm – 5:00pm

- I. DIRECTION & ROLE OF EPM TASKFORCE**

- II. REVIEW 2010-11 GOALS – REVISIONS**

- III. 2010-11 EPM PLAN COVER PAGE**

- IV. EPM WEBSITE – REVIEW & REVISE**

- V. OTHER**

Modesto Junior College
Enrollment Planning & Management Meeting
March 9, 2010
3:00pm-5:00pm
Morris Conf. Room A

Present: Mike Adams, Melissa Beach, Jesse Falke, Ken Hart, Linda Hoile, Pedro Mendez, Becky Plaza, Brian Sanders, Ken White, John Zamora
Absent: Susie Agostini, Mary Creedon, Bob Nadell, James Palmer, Karen Walters Dunlap, Gary Whitfield

I. REVIEW MINUTES – 2/2/10 EPM Minutes to be reviewed and approved by email.

II. DIRECTION & ROLE OF EPM WORKGROUP

Ken White stated the EMP workgroup has been doing a good job and has been very useful fulfilling the previous charge/need; however, now that enrollment issues and our budget have changed he questioned if we should consider adding another role/direction for this group. A lengthy discussion was held regarding adding scheduling and analysis of enrollment as workgroup tasks. Ken W. stated the instructional deans have become very involved in scheduling, more deeply immersed than ever before, and he shared an overload report on the summer schedule showing all details (ex: class, instructor, scheduled time, projected FTEs, cost of FTEs, etc.), and questioned if this group should look at this as well. He emphasized the need to communicate and work *with* the deans-not separately. Deans meet with other deans on scheduling, whereas the EPM workgroup consists of members from all constituencies, making them more global. For example, the discussion on MJC's percentage of Basic Skills students being 70-80%; the college as a "whole" should be having this discussion, as we all need to know who our clients are. Brian Sanders stressed the importance of the Vice President of Instruction needing to be a member of the EPM workforce and members present said she has always been listed as a member. It was Ken W.'s understanding she had been taken off the workgroup by Dr. Rose so he will follow up with her. Ken W. stated the EPM group needs to reassess its charge and this was suggested by the Planning & Budget committee when he met with them.

Next year we are facing the dilemma of whether to maximize enrollment, while meeting the needs of our students or do we aim somewhere in between. We have \$850,000 less in our PTOL budget. We have to schedule classes to generate enough FTEs for next year; we cannot capture FTEs lost and later on we can trim the schedule if necessary. It was mentioned to look deeper at recruitment and retention and how they need to be better connected.

Members questioned what sort of decisions are made by EPM and Ken W. stated we are more of a sounding board making recommendations, reporting to the Planning & Budget committee and he would like us to extend outside of the silos with what we are doing to address the issues. John Zamora suggested having a student take a full load of classes. He would like to see data on what classes our students cannot get into. This should be an identified goal to look at our schedule in a holistic way. If 70-80% of our students are Basic Skills students why are we only offering 5-6% basic skills classes? Jesse Falke, ASMJC rep, stated he is a tutor working in our Tutoring Center and he must first teach basic skills on grammar/spelling before he can even go onto helping with the actual research paper, which needs to be a college-level paper. Members discussed there seems to be a lot of deficiencies in our students these days, coming here with half the background knowledge than years ago with new 'leave no child behind' ruling. Brian Sanders stated in IAC they took the schedule, looked at a specific major and found an extremely tight fit for it to work. Students should be able to fulfill their entire program while attending one campus, whether East or West. We will lose some enrollment in Pirates Village due to rooms holding only 40, which is less than our rooms hold presently.

A sub-group was formed to come up with a new charge, goals and objectives for the EPM workforce to include: Ken White, Brian Sanders and Karen Walters Dunlap. They will review the Vision, Mission Statement and charge as well to be sure that is captured.

III. REVIEW 2010-11 GOALS – REVISIONS?

Ken W. said when the EPM goals were shared with the Planning & Budget committee they had a reaction to our goals asking us to define "high quality" as in high quality education. It was suggested to add "Improve student achievement and success. Conversation was held regarding the goals being too vague. Ken W. suggested we create overarching goals and then create objectives beneath them. They will look over the Strategic Plan goals and possibly make the EPM goals supportive of them. When coming up with goals we must identify the pressing need for 2010: increase FTEs, reduce PTOL, meet needs of students, etc; in other words, list our real needs for 2010-11 and "do more for less."

IV. 2010-11 EPM PLAN COVER PAGE

The EPM Plan cover page will be created after the 2010-11 goals are named.

V. EPM WEBSITE – REVIEW & REVISE

Ken W. suggested all EPM members check out the Enrollment Planning & Management website and give their opinions for deletions and additions of material. Members made suggestions of moving older data into an archive folder and Melissa Beach will make the recommended changes.

VI. NEXT MEETING – April 6, 2010, 3:00pm-5:00pm, Morris Conf. Room B

Action Item:

- Make changes to EPM webpage and Archive folder. Send website to EPM members. Add Becky Plaza to the EPM website membership.

WHO: Melissa Beach

WHAT: Make changes to EPM webpage and Archive folder. Send website to EPM members. Add Becky Plaza to the EPM website membership.

WHEN: 3/12/10

Action Item:

- Talk to Karen Walters Dunlap regarding her representation on sub-committee for “EPM charge” and her membership on EPM.

WHO: Ken White

WHAT: Talk to Karen Walters Dunlap regarding her representation on sub-committee for “EPM charge” and her membership on EPM.

WHEN: 3/15/10

MEETING ADJOURNED