Enrollment Management Committee

1:00 pm - 3:00 pm on December 18, 2025

https://ccsf-edu.zoom.us/j/83284953858

Meeting Recording

Draft MINUTES

Committee Goal: Ensure enrollment goals are aligned with the college's mission, including student learning achievement and outcomes, as well as board priorities and college plans.

	Items	Notes
	Attendance: Voting Member Alternate Guest	**Students**: Heather Brandt; **Classified Staff**: Justin Genevro; Kanishae Benton; Silvia Urrutia; **Faculty**: Steven Brown;Jessica Buchsbaum; Karen Cox; Katia Fuchs; Lillian Marrujo-Duck; Edgar Torres; **Administrators**: Tessa Henderson-Brown; Gregoria Cahill; Cynthia Dewar; Edie Kaeuper; Monika Liu; David Yee; Yulian Ligioso (R)
1.	Welcome and remarks	David – SEMP workgroups updates – Dr. Cooper Wilkins will do a reconvening of those workgroups for updates on progress. Edie Kaeuper announced her upcoming retirement and noted she would need to be replaced as on of the workgroup chair. David acknowledged and will inform Dr. Cooper-Wilkins.

		Will update the SEMP using appendix. Katia – implement the WestEd plan for AEP, invite Stephanie to talk about plan for implementation, Katia will put out the call for a Noncredit Coordinator.
2.	Approve today's agenda	Edie moved and Steven seconded
3.	Approve draft minutes for 11/20 meeting	Katia moved and Karen seconded
4.	**POSSIBLE ACTION** **REVISED ENROLLMENT MANAGEMENT COMMITTEE DESCRIPTION** - **Draft description**	Katia presented the updated EMC description. Committee membership and appointment bodies clarified. Purpose aligned with **new ACCJC Standards** (Standards 2.4 and 2.5). Emphasis on making **recommendations** rather than decisions, as EMC is not a Brown Act body. Clarification requested about meeting times during finals; intent is **not** to hold meetings during finals in future. Request to include references or links to term-limit information determined by appointing bodies. Approve committee description with discussed revisions. Heather moved and Monika seconded
5.	**INFORMATIONAL ITEM/POSSIBLE ACTION** Looking at FTES Trends from 2022 - 2026 Possible recommendation of growth target **FTES Data Table**	David – possible recommendation of FTES growth target. We wanted to do the same thing this year, but do it a bit earlier, because last year when we did it, we did it in March. That was after the fall schedule was done, and so we couldn't really shape the next academic year schedule. That's why we brought it to this committee today.

		Monika presented the FTES data trend from 2022-2026. Data Summary ● Credit FTES (Fall): Currently showing 1.5–2% growth; not yet including large positive-attendance sections (Fire & Police Academies), which will increase numbers. ● Noncredit FTES (Fall): Approximately 4% decline, with additional attendance still pending. Factors include current national climate affecting immigrant students. ● Spring Registration: Currently down ~14%; more sections being added. ● Drop for Nonpayment: ○ International students supported through proactive communication; 84% paid or arranged payment plans. ○ Fraudulent enrollments identified and removed. Additional Notes ● Credit recovery enrollment at SFUSD has dropped significantly, impacting FTES; discussions with the district are underway to address this. Committee Discussion

		• Need deeper data on enrollment trends (program, modality, timing). • Outreach and marketing resources needed to support enrollment growth. • Scheduling should be better aligned with student demand. • Classified staffing shortages (custodial, facilities, public safety) impact scheduling and campus operations. • Desire for clearer understanding of student populations and needs. David proposed retaining the **3–5%** enrollment growth target (3% baseline, 5% stretch) for the next academic year. Heather moved and Cynthia seconded. Members requested more supporting data and context. Decision postponed; Tri-Chairs will draft revised growth-target resolution with context.
5.	**INFORMATIONAL ITEM** What does a productivity target look like? - Financial implications of productivity - Departmental trends	-
6.	**CONTINUED PRODUCTIVITY DISCUSSION POSSIBLE ACTION** - Setting goals by GE area? - Setting an overall college goal? - Noncredit?	

7.	**FUTURE MEETING DATES** December 18, 2025 January 22, 2026 (?) February 19, 2026 March 19, 2026 April 16, 2026 May 2026 (?)	
8.	**FUTURE AGENDA ITEMS** - Revisiting SEMP goals - Looking at CPR1 action plans – thinking ahead about CPR2	

Enrollment Management Committee Website
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Or iPhone one-tap (US Toll): ++16694449171, 83840932593#
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Meeting ID: 838 4093 2593