

Enrollment Management Committee
1:00 pm - 3:00 pm on September 21, 2023
Zoom link: <https://ccsf-edu.zoom.us/j/87239501288>

APPROVED MINUTES

Members Present: Geisce Ly (Admin Co-Chair), Mitra Sapienza (Faculty Co-Chair), Edie Kaeuper, Monika Liu, Edgar Torres, Katia Fuchs, Colin Hall, Silvia Urrutia, Heather Brandt, Malinalli Villalobos, Christina Michaud

Alternates Present: Mandy Liang, Ying Liu

Resource Support Present: Lisa Cooper Wilkins and Pam Mery

Guests Present: Fanny Law

Upcoming Meetings: 11/16 (1-3pm), and 12/7 (11-1pm)

No.	Items	Discussion/Outcome
1.	Welcome	
2.	Approved today's agenda	Motioned by Edie, seconded by Second
3.	Approved 5/18 minutes Approved 8/24 minutes	Motioned by Edie, seconded by Steven Motioned by Steven, seconded by Edgar
4.	Approve final Fall 2023 meeting; instead of 12/21, options are: • Nov 30 from 1 - 3 pm • December 7, 11 am - 1pm (avoid Deans and Chairs conflict from 1-3 pm) • December 14, 1 - 3 pm (finals week- not ideal for student members)	Of the three options, we selected 12/7 from 11 am – 1 pm as our last (off-schedule) meeting this semester.

5.	EMC Hopes and Expectations	We shared our hopes and expectations for this year with a firm commitment to better serve our diverse student populations. Common elements include the following: Recognize that all input and perspectives are valuable; engage in collective thinking; be more intentional about collaborative; uplift one another; strengthen our community; learning from one another; be more transparent; provide explanation and rationale for decisions; look at our institutional data; do more outreach, especially at the centers; hold together the spirit of solution finding; do things different to make improvements; don't point fingers; and recognize that flat enrollment is the new up.
6.	Retention and Enrollment Outreach Resolution, passed May 30, 2023	Lisa noted that we are seeking members to be a part of this taskforce. Once we have representation from different constituent groups, a first meeting will be convened (hopefully before our next EMC meeting on 10/19).
7.	Students' Needs	Student Trustee Brandt shared some student concerns, from registration to pre-requisites to number of course offerings to waitlists. Need to consider numerous aspects of enrollment management, not just numbers. Also, consider the process and timing of adding sections based on enrollment and demands. As more students are coming back to take noncredit courses, need to add more sections accordingly. Some programs are still impacted from a staffing standpoint.
8.	Enrollment Management Plan Five ideas to enhance enrollment based on Multi-year enrollment management plan ideas from CCSE Enrollment Growth 2023 - Engage in Systems Improvement - Create and provide spreadsheets of historical data for chairs, faculty, and deans to confer	We discussed the five ideas to enhance enrollment as our priorities this academic year. These ideas are practical, beneficial, and already in progress. By being more intentional and putting more resources to elevate these internal improvement efforts, we will be in a better position to increase our enrollment. Updates of each of the ideas will be shared at future EMC meetings. Mitra motioned to accept the five ideas to enhance enrollment, Katia seconded.

	and strategize about course offerings, including NC ● Increase Dual Enrollment • Strengthen our strategic partnership with SFUSD ● Award Credit for Prior Learning • Give students (especially veterans) the credit they deserve ● Provide Professional Development on Enrollment Management Basics • Provide various learning opportunities/trainings for chairs, faculty, and deans ● Improve Internal Communication • Share information/updates regularly across departments to coordinate efforts	
9.	EMC 2022-23 Objectives 1. Prioritize closing the opportunity gaps for Black or African American students and for other disproportionately impacted populations using the college Student Equity Plan and student equity data to ground this committee's recommendations. (See below*) 2. Recommend actions to align course and program offerings with student needs using waitlist, student equity and other available and appropriate data.	After further discussion, we approved these three objectives. J motioned, Steven seconded.

	3. Recommend actions on all aspects of college functions that affect enrollment and growth, including scheduling, budgeting, program development, marketing, targeted outreach, and registration processes, while not conflicting with contractual agreements. * CCSF's Focus Populations per www.ccsf.edu/equity are as follows: Black or African American, Latino/a/o/x/e, Native Hawaiian/Pacific Islander, American Indian/Alaskan Native, Filipino/a/x, Students with disabilities (DSPS), LGBTQ+, Students facing homelessness or housing insecurity, Foster Youth, and Justice Impacted (students formerly incarcerated).	
9.	Future Agenda Items	- Data presentation with Pam Mery - Retention task force update

Zoom recording: [EMC - Zoom](#)