Enrollment Management Committee

1:00 pm - 3:00 pm on January 29, 2026

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**: Gregoria Cahill; Cynthia Dewar; Monika Liu; David Yee; Yulian Ligioso (R); Pam Mery (R); Lisa Cooper Wilkins (R) **Guest:** Tom Boegel; Meg Hudson; Alberto Vasquez
1.	Welcome and remarks	
2.	Approve today's agenda	Steven moved and Cynthia seconded
3.	Approve draft minutes for 12/18 meeting	Cynthia moved and Steven seconded

4.	**SEM PROJECT UPDATE**	David provided update on the SEM Project which focused on two populations: English Language Learner (ELL) and Justice Impacted. Team members included CCSF team and SFUSD team. After the convening in June last year, we worked out an action plan that set goals and objectives. Starting a pilot in Spring. A Retreat is scheduled on Feb. 2 focused on pathways. A second Retreat is scheduled on April 8. Mayor's Family Opportunity Agenda pilot for SFUSD students to earn associate degrees and industry certification through CCSF (roughly 150-200 students).
5.	**INFORMATIONAL ITEM** What does a productivity target look like? - Financial implications of productivity - Departmental trends	David provided overview of wide variation in class caps across departments, opportunities to increase productivity in high-demand courses, Importance of balancing low-cap/high-value programs. Discussed of setting productivity target goals. Tom shared last semester we were at 15.5. David stated optimal number is for us to achieve about 17.5. Jessica suggested stronger marketing, promotion and outreach. Dr. Cooper Wilkins shared we are doing semester by semester enrollment and registration campaigns, focus on highlighting a

		couple of the CTE programs. Promote Free City both on the website and in some social media campaigns. Will put posters in the high schools about Free City. Monika provided update of the State-wide initiative Reimagine Apply to re-design in reducing questions from the current application and a branching simplified application for high school students or dual enrollment students. Heather emphasized the importance of promoting existing programs to boost enrollment and wonders how initiatives like pathways aligned with general education requirements might appeal to dually enrolled students. She also highlighted a significant need for school-aged childcare to help student parents enroll in evening classes and programs. She suggested that these supports and program promotions could strengthen enrollment management efforts and improve both enrollment and retention. Steven added we got to promote all of the classes, not just special classes. Edgar expressed that long-term planning is difficult because their fixed FTEF allocation forces them to cut sections of their core course (LALS1) whenever they introduce new classes, even though all eight current sections fill quickly. They note that this limits their ability to offer new courses, sustain an AA-T pathway, or recruit faculty, since they cannot guarantee

		course availability from semester to semester. Alberto shared Heather and him are both part of the FamilyU cohort program. There will be a presentation at the college on Feb. 10 from 10AM-3PM.
6.	**CONTINUED PRODUCTIVITY DISCUSSION POSSIBLE ACTION** - Setting goals by GE area? - Setting an overall college goal?	Katia presented the Vitality Markers that had been developed for the first part of CPR1. Tom reviewed a three-year average of productivity data for credit general education courses and compares it to the collegewide productivity averages. Highlighted opportunities to improve overall productivity by shifting resources from low-enrollment areas to higher-enrollment ones, noting that some disciplines have limited impact even with increased caps. He encouraged the committee to analyze what these patterns mean for and consider whether adjusting the mix of course offerings could help improve the college's overall productivity.
7.	**INFORMATIONAL ITEM/POSSIBLE ACTION** Setting FTES Growth Target for 2026-27 FTES Data Table Draft Resolution	David presented the draft resolution to recommend setting FTES growth target for 2026-27 for 2-3%, also making sure that we achieve the Center funding by commit to a target of 1,000 FTES for the Mission, Chinatown, and John Adams centers, aim to launch an associate degree auto-petition pilot by Spring 2017 and strengthen our commitment to increase access to dual enrollment pathways. Yulian explained that while enrollment remains the largest driver of SCFF funding (about two-thirds), the remaining one-third comes from base funding, supplemental allocations, and student success measures. He emphasized that improving productivity

		and cost efficiency is important, but focusing on these additional SCFF areas is equally critical for overall funding stability. The message highlights the need to balance enrollment growth with strategic improvements in these other funding components. David will form a group to look at the auto-petition pilot. Cynthia moved and Monika seconded. Motion carries with one opposed vote.
8.	**FUTURE MEETING DATES** February 19, 2026 March 19, 2026 April 16, 2026 May 2026 (?)	

8.	**FUTURE AGENDA ITEMS**
	- CPR 1 Action Plans as framework for CPR2
	- Revisiting SEMP Goals –
	  - Input for next academic year
	  - Appendix with updates	

Enrollment Management Committee Website
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