

Enrollment Management Committee Meeting Minutes for October 27, 2015

Members Present: Grace Commiso, Nancy Coyle, Zav Dadabhoy, Phil Feldman, Patrick Fulks, Mark Staller, Steve Watkins (Nan Gomez-Heitzeberg participated by phone)

Members Absent: Anthony Culpepper, Sue Vaughn

Agenda Item #1: Call to Order

Mark announced that Nan was attending a CIO Conference in Southern California.

Agenda Item #2: EMC AIQ Report due to College Council in November

The committee spent 45 minutes discussing the strategic initiatives assigned to EMC in the BC Strategic Directions Plan. The Co-Chairs of the committee need to fill out a report template to be turned in to AIQ by November 12. Committee members discussed the status of each initiative (not yet begun, in process, or continually in process) and how to determine when each initiative was complete. The committee also discussed the three 2015-2016 annual goals of the EMC and how they could be incorporated into the strategic directions committee report template.

Agenda Item #3: EMC October 15 Roundtable Debrief

The committee discussed the BC Enrollment Management Roundtable held at BC on October 15. Those who attended the roundtable thought it was a successful, useful event.

Agenda Item #4: KCCD October 23 EM Workshop Debrief

The committee discussed the KCCD Enrollment Management workshop held at the Weill Center on October 23. Several BC EMC members were able to attend, including Zav Dadabhoy, Phil Feldman, Nan Gomez-Heitzeberg, and Mark Staller. The consensus was that the workshop presenter provided useful, “real world” information and advice that could be incorporated into BC’s written Strategic Enrollment Management Plan.

Agenda Item #5: Strategic Directions and EMC Plan

This agenda item was not covered.

Agenda Item #6: Key Elements of Written Strategic EM Plan

Further discussion of the key elements to include in a written Strategic Enrollment Management Plan occurred. Members felt it was important to keep focused on these key elements if the first 2015-2016 annual goal of the EMC is to be met: the EMC wants to complete a rough draft of a BC Strategic Enrollment Management Plan by March of 2016 so this rough draft can go out to the BC campus community for feedback.

Agenda Item #7: Class Size Task Force Set Up

Mark announced that the initial meeting of the EMC class size task force was scheduled for November 19. Patrick expressed concern that the EMC had not formally voted to approve this task force. Mark said he would check to make sure that the correct procedures for setting up the task force had been followed.

Agenda Item #8: Preview Future EMC Dates

Mark shared tentative dates for two EMC Roundtables in the Spring: An EMC Roundtable focused on Finance for February 25, and an EMC Roundtable focused on Demographics and Recruitment for April 14. Mark also shared two Spring dates for tentative class size task force meetings: March 10 and April 28.

(Additional note on future dates: The EMC may want to distribute the rough draft of the written BC Strategic Enrollment Management Plan after the March 29 EMC meeting.)