**Enrollment Management Committee notes, 12/2/ 2021, 1-2pm**

Notes taken by Helen Acosta

Present: Jessica Wojtysiak, Krista Moreland, Steven Watkin, Tom Greenwood, Kylie Campbell, Dan Hall, Chelsi Womack, Helen Acosta, Michelle (Pena) Hines, Leo Ocampo

**Chair report:**

Faculty have been asked to set a specific away message. In discussion, we learned that messages that were sent this week have the wrong SID hours for the break. Dan Hall will work with appropriate folks to assure that faculty have the correct information to put on their away messages during winter break.

**Enrollment Update:**

* We are moving in the right direction. SW has doubled enrollments over the last week due to direct outreach.
* Fake student account issues: What can we do to support financial aid in stopping this fraud? Krista talked with Michele Pena and Jennifer Achan. Fake student account issues tend to occur immediately before the beginning of each semester.

**Winter Intercession Discussion:**

* The task force met for the first time today. The first half hour was the committee charge, the committee co-chairs will organize the concerns sent to Academic Senate before the next meeting on January 27.
* Concerns about winter intercession were voiced: Students with children, faculty with children, Anth lab can help with bottlenecks, 3rd 4-week summer session is a waste, chair scheduling burden, changes in CSEA working conditions, end of term rolling difficulties…and more.
* Committee recommend 2 EMC reps:
  + Faculty: Helen Acosta volunteered
  + Student Services: Kylie Campbell volunteered

**Committee Charge:**

* Completed clean-up work:
  + “Inmate Scholars Program” is now “Rising Scholars Program”
  + “Outreach & Early College” is now “Outreach & Early College Administrative Representative”
  + Non-Voting Members: “Director of Outreach and School Relations” is now “Interim Associate Vice Chancellor, Enrollment Officer”
  + “Rural Program Manager” is now “Rural Initiatives Administrative Representative”
* Faculty membership:
  + “1 faculty member from each academic department.”
* Updated charge will go to Academic Senate at the first meeting of Spring.

Meeting adjourned at 2:05.