**San Diego Miramar College**

**Enrollment Management Committee**

**DRAFT Minutes**

**San Diego Miramar College**

**October 20, 2022, 2:30 pm – 4:00 pm, Room M-110**

**Members Present:**

Adrian Arancibia, Alex Mata, Andy Lowe, Anne Gloag, Carol Sampaga, Dan Brislin, Dan Igou, Duane Short (by Proxy), Gene Choe, Jae Calanog, Jesse Lopez, Jessica McCambly, Jordan Omens, Kevin Petti, Linda Woods, Lou Ascione, Martin Kennedy, Mary Kjartanson, MaryAnn Guevarra, Max Moore (by Proxy), Michael Odu (by Proxy), Molly Fassler, Nam Sinkaset

# Members Absent:

Cheryl Barnard, Lisa Clarke, Mardi Parelman, Rodrigo Gomez, Scott Moller, Wai-Ling Rubic

# Ex-Officio Present:

Darrel Harrison, Joe Young, Pablo Martin, Rebecca Bowers-Gentry

# Ex-Officio Absent:

Charles Vasquez, Darren Hall, David Mehlhoff, David Wilhelm, Evelyn Ramseier, Julia McMenamin, Lesley Pearson, Lonny Bosselman, Mara Sanft, Mark Dinger, Matt Cain, Matthew Jewett

# Guests:

Brett Bell, Kandice Brandt

**Vacancies:** Student (3)

# Call to Order

The meeting was called to order by Co-Chair Kevin Petti 2:33 p.m.

# Approval of Agenda

MSC (Kjartanson/Arancibia) to approve the agenda as presented. (0-Nayes; 0-Abstentions)

# Approval of Minutes

MSC (Kjartanson/Omens) to approve the minutes of September 15, 2022 as submitted. (0-Nayes; 0-Abstentions)

# Old Business:

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| **#** |  |
| **1** | Strategic Enrollment Management (SEM): Update PresentationLinda Woods gave a quick demo on how to navigate the Strategic Enrollment Management Teams platform, which houses documents and resources. |
| **2** | Workgroup Members for Continued ProgressThe committee formed workgroups to provide input for the logic model and structure for the outcomes. Feedback to be compiled into a central document. Further discussion to take place after the SEM Academy Coaches consultation. |

# New Business:

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| **#** |  |
| **1** | Schedule Development Workshop for NovemberCourtesy reminder that Duane Short will give a presentation on his technique to build a schedule. |
| **2** | SEM Academy Coaches Site VisitAs part of the SEM Academy, we have been assigned two coaches to assist us in creating an enrollment management plan. They will have an on-site visit at next month’s committee meeting. |

1. **Announcements** - None

# Next Scheduled Meeting - November 17, 2022

# Adjournment

MSC (Omens/Lowe) to adjourn at 3:01 p.m.

Respectfully Submitted, Carol Sampaga

Office of the Vice President of Instruction