

**Enrollment Management Committee
Minutes
San Diego Miramar College
September 15, 2022, Zoom, 2:30 pm – 4:00 pm**

Approved: October 20, 2022

Members Present:

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

Members Absent:

Cheryl Barnard, Dan Brislin, Jessica McCambly, Lisa Clarke, Mardi Parelman, Max Moore, Rodrigo Gomez, Scott Moller

Ex-Officio Present:

Darren Hall, Matthew Jewett

Ex-Officio Absent:

Charles Vasquez, Darrel Harrison, David Mehlhoff, David Wilhelm, Evelyn Ramseier, Joe Young, Julia McMenamin, Lesley Pearson, Lonny Bosselman, Mara Sanft, Mark Dinger, Matt Cain, Pablo Martin, Rebecca Bowers-Gentry

Guests:

Kandice Brandt, Monica Demcho, Laura Pecenco

Vacancies: Student (3)

I. Call to Order

The meeting was called to order by Co-Chair Kevin Petti 2:38 p.m.

II. Approval of Agenda

MSC (Kjartanson/Arancibia) to take agenda out of order and accept as submitted. (0-Nayes; 0-Abstentions)

III. Approval of Minutes

Tabled.

IV. Approval of 2022-2023 Calendar of Meetings

The Calendar of Meetings was presented; third Thursday of the month 2:30 pm-4:00 pm (no meetings in August, December, or January). MSC (Mata/Kennedy) to approve as submitted. (0-Nayes; 0-Abstentions)

V. Old Business:

#	
	<u>A Strategic Enrollment Management (SEM): Update Presentation</u> As a recap, a team of Miramar managers and faculty attended a conference in June with the objective of collecting information and best practices to create a strategic enrollment management plan. Professional development is part of a grant received in Spring 2022, which also includes coaches/consultants to help facilitate the formulation of an integrated SEM plan by June 2023.

	<p>Linda Woods presented material the team had developed at the conference. Discussion followed with brainstorming about student demographics and profiles, current student support structures, and the ability to match high-quality instruction with flexibility for students.</p> <p>Next steps include a site visit from our SEM Coaches/Consultants, a presentation on class schedule development by Duane Short, and a January 2023 convening for the colleges who received the grant.</p>
B	<p><u>Workgroup Members for Continued Progress</u></p> <p>Members were asked to consider joining a workgroup to continue these efforts. Carol Sampaga will add committee members to the “Strategic Enrollment Management” Teams (Office 365 online platform).</p>

VI. New Business:

#	
A	<p><u>Schedule Development Workshop for October</u></p> <p>Duane Short will not be available for the October meeting. His presentation is will be on the agenda for the November meeting.</p>

VII. Announcements

Laura Pecenco was present to follow up on the work done with course sequencing for the Program Mapper. Updating Program Mapper is needed. Inquiry was made as to whose responsibility the updating falls—Enrollment Management or Curriculum?

Michael Odu indicated maintenance of the information is the ultimate responsibility of the Vice President of Instruction’s office, as with curriculum. It was noted that the new software for program review, Nuventive, should also be factored in.

VIII. Next Scheduled Meeting

October 20, 2022

IX. Adjournment

The meeting adjourned by consensus at 3:39 p.m.

Respectfully Submitted,
Carol Sampaga
Office of the Vice President of Instruction