



# Enrollment Management Committee

(Includes Academic and Professional Matters)

**Co-Chair:** ~~Chair of Chairs~~ To Be Elected by Committee

**Co-Chair:** Vice President of Instructional Services

## Committee Membership

<b>Administrator (6) (3)</b>	<b>Classified Professional (3) (1)</b>	<b>Faculty (24)(6)</b>	<b>Students (3) (1)</b>
Vice President of Instructional Services	<del>Instructional Designee</del>	<del>Chair of Chairs</del>	Designee
Dean, <del>BTCWI</del> Instructional	<del>Student Services- Designee</del> Admissions Designee	Instructional Department Chairs (1 from each School, includes Chair of Chairs)	<del>Designee</del>
Dean, Liberal Arts	Administrative Services Designee	General Counseling <del>Chair</del> Faculty/Designee	<del>Designee</del>
Dean, MBEPS		<del>Specialized Counseling and Services Chair</del>	
Dean, Public Safety		Instructional Services (Academic Services) Designee	
Dean, Student Services Enrollment Services			

~~**Ex Officio Advisors:** Articulation Officer (AO), Assistant Chairs and Program Directors/Coordinators, Academic Senate President.~~

## Purpose/Charge (Stays the Same)

To promote and sustain institutional effectiveness, with a primary focus on student success in accordance with San Diego Miramar College’s mission. The Enrollment Management Committee (EMC) will develop and promote an integrated and comprehensive approach to enrollment management that promotes and supports college-wide collaboration and engagement.

The purpose of the EMC is to discuss and promote beneficial enrollment management



strategies, including guiding principles for class scheduling, and make recommendations that promote student access, equity and success.

### **Committee Responsibilities**

- Continuous review and evaluation of enrollment trends.
- Initiate and evaluate research on scheduling and course modalities at the college and department levels.
- Use qualitative and quantitative data to inform recommendations.
- Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with the Instructional Division Plan within the confines of the San Diego Miramar College Integrated Planning process.
- Monitor and evaluate progress toward strategic enrollment management planning goals.
- Develop, recommend, and promote enrollment management strategies and guiding principles for class scheduling.
- Perform work and provide evidence to ensure the college meets applicable areas of Accreditation Standard II.

### **Committee Procedures**

- Membership term lengths: 2 years with a limit of two consecutive terms (maximum service 4 years) unless designated by position.
- Recommendations are made to College Council; recommendations regarding Academic and Professional Matters are made to Academic Senate.
- Committee retains authority to form taskforces and workgroups related directly to committee charge.
- Plans/Reports: Strategic Enrollment Plan.
- Quorum: 50% +1 of membership.
- Committee Approval Process: Vote.

### **Meeting Frequency**

The Committee will meet at least once a semester and then as needed determined by the Co-Chairs.

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Proposed EMC Meeting 11/21/24

Approved by EMC: (date)

Approved by Academic Senate: (date)

Approved by College Council: (date)

CGH Changes Submitted: (date)