

DRAFT

Enrollment Management Committee

Co-Chairs: Michael Odu and Kevin Petti

Thursday, February 20, 2024

2:30-4:00 p.m.

Room M-110

Members Present: Andy Lowe, Anne Gloag, Brittany Hyland, Carol Sampaga (classified – Wilson proxy), Claudia Estrada-Howell, Duane Short, Gene Choe, Jessica McCambly, Jordan Omens, Kevin Petti, Lou Ascione, Martin Kennedy, Michael Odu, Molly Fassler, Nam Sinkaset, Sonny Nguyen

Ex-Officio Present: Rebecca Bowers-Gentry, Mardi Parelman, Pablo Martin

Members Absent: Adrian Arancibia, Dan Igou, Jacqueline Hester, Janee Robinson (classified), Jennifer Aase, Linda Woods, Lisa Brewster, Mary Kjartanson, Max Moore, Wai-Ling Rubic

Guests: Jennifer Peña

Classified Support: Christian Soriano, Sharilyn Wilson

I. Call to Order

The meeting was called to order by Co-Chair Kevin Petti at 2:32 pm.

II. Approval of Agenda

MSC (Omens/Lowe) to approve the agenda as submitted.

III. Approval of Minutes

MSC (Omens/Hart) to approve the minutes as presented.

IV. Old Business

Review of Committee Membership

Petti reviewed the proposed membership change recommendation from the workgroup. The proposal would update the chair structure and reduce overall membership numbers as follows:

New Proposed Committee Structure:

- 2 Co-Chairs: 1 elected by committee (formerly by position for Chair of Chairs) plus the VPI
- 3 Administrators (reduced from 6): VPI, 1 Instructional Dean, and the Dean of Enrollment Services
- 1 Classified Professional (reduced from 3): Admissions Designee
- 6 Faculty (reduced from 21): Instructional Department Chairs (1 from each School, includes Chair of Chairs), 1 General Counseling faculty or designee, and

1 Instructional/Academic Services designee.

- 1 Student (reduced from 3): Designee
- Ex-Officio Advisors removed

No proposed changes to the Purpose/Charge, Committee Responsibilities, Committee Procedures, or Meeting Frequency sections.

There was a question about representation for the Specialized Counseling Services Department. Petti clarified that the General Counseling Designee could be a SCSD Counselor.

MSC (Short/Omens) to approve the committee membership revisions. (0-Nayes; 0-Abstentions)

Next Steps: A College Governance Handbook change form will be submitted and routed to the constituent groups. Change will be proposed with a Fall 2025 effective date.

v. New Business

Enrollment

Co-chair Odu presented a [summary of enrollment for the 2024-2025 AY](#), with a focus on Actual vs Budgeted FTEF. At the beginning of the fiscal year, FTEF is allocated to each college, and colleges split the allocation across the four terms (fall, Intersession, spring, summer). This allocation is what shows up on the Chancellor's Enrollment Cabinet reports as "Budgeted FTEF".

"Actual FTEF" is what was truly used by the college in each term due to student demand and other factors. For example, in Fall 2024, enrollment was 108% FTES (over our target) which necessitated an increase to FTEF. Since the overall FTEF allocation for the year is fixed, an overage in one term means less is needed in another term. Last fiscal year, more FTES was generated than the State paid. To mitigate, District leadership is advocating for Miramar to be paid back out of this year's State Budget surplus.

In previous years, Intersession at Miramar has had high enrollment and high productivity. Unfortunately, this past Intersession, fraudulent student enrollments had a substantial negative impact. Ultimately, course offerings were reduced. Currently, identifying and unenrolling fraudulent students is a time-consuming, manual process. The District is investigating software solutions to help guard against fraudulent enrollments; hopefully, by Fall 2025. As planning occurs for future semesters, more intention will need to be behind the four-week/short-term offerings. Short-term sections should be offered so that students can progress sequentially in a quasi-cohort model. Odu also mentioned that some departments and instructors have opted not to offer their classes in a 4-week session due to pedagogical concerns.

For 2024-25, Miramar is currently on pace to be 12.2 FTEF above budget. To address this, some 8-week sessions in Spring may not run. Discussions are also occurring at the

District level of reallocating FTEF. Odu cautioned that sufficient supports (academic and non-academic) for all our students is paramount when trying to increase enrollments.

Short suggested that the Chancellor's Cabinet reports could benefit from adding a column that shows if the college(s) are running below or above FTEF as of the report date. Odu mentioned data between District and the college may not align since concurrent courses (co-teaching) are manually adjusted for reports by VPI Office staff. Odu thanked all the deans and chairs for their ongoing efforts to identify and fight fraudulent enrollments. As we plan for 2025-26, he encourages Deans and Chairs to continue to collaborate, review and analyze data from prior years, and make requests for FTEF allocation based on need and historical enrollment data.

The presentation concluded with a brief note about the productivity metric. While a 17.5 productivity factor is the "break even" point, not all classes can or should be expected to meet this factor. For example, certain classes with a heavy writing requirement have a lower enrollment cap. Other classes (like labs) may have enrollment limits based on safety factors. Classes which can generate high productivity (like large lectures) can be used to balance out the ones that cannot.

vi. Announcements

No announcements

vii. Next Scheduled Meeting

Thursday, March 20, 2025

viii. Adjournment

Meeting adjourned by consensus at 3:11pm