



Enrollment Management Committee

Co-Chairs: Mary Kjartanson and Michael Odu

Thursday, November 20, 2025

2:30-4:00pm, Room M-108

Minutes

Members Present: Lou Ascione, Francois Bereaud, Rebecca Bowers-Gentry, Kandice Brandt (proxy for Ali Gonzalez), Lisa Brewster, Matthew Cain, Jae Calanog, Gene Choe, Randy Claros, Dawn DiMarzo, Claudia Estrada-Howell, Fred Garces, Eloy Guerra, Mary Kjartanson, Andrew Lowe, Ryan Monroy, Max Moore, Sonny Nguyen, Michael Odu, Jeffery Orgera, Duane Short, Linda Woods

Members Absent: Jessica Aguilar, Veronica Dayag, Dawn Diskin, Molly Fassler, Cynthia Gilley, Rodrigo Gomez, Ali Gonzalez, Darren Hall, Jacqueline Hester, Daniel Igou, Matthew Jewett, Kiyana Kiel, Jessica McCambly, Julia McMenamin, David Mehlhoff, Lisa Muñoz, Valentino Nevarez, Jordan Omens, Mara Palma-Sanft, Mardi Parelman, Janee Robinson, Carol Sampaga, Daniel Smith, David Wilhelm, Melissa Wolfson, Joe Young

Vacancies: Students (3)

Ex-Officio Present/Guests: Mary Hart (*proxy for Jordan Omens*), Dana Stack

Administrative Support: Sharilyn Wilson

I. Call to Order

The meeting was called to order by Chair Kjartanson at 2:35pm

II. Approval of Agenda

MSC (Short/Brewster) to approve the agenda as presented. (0-Nays, 0-Abstentions)

III. Approval of Minutes ([October 16, 2025](#))

MSC (Lowe/Claros) to approve the minutes as presented. (0-Nayes, 4-Abstentions - Brewster, Short, Moore, and Brandt)

IV. Old Business

1. Modification of Committee Membership-Report (Kjartanson)

The College Governance Handbook change request will go to the College Council for approval in December. Once the change is approved and effective, the EMC Co-chairs will reach out to confirm representation for each area.

2. Accelerated Programs-Report (Odu)

Deans are currently having conversations with their Department Chairs and Schools. The intent is to approach this in a comprehensive and holistic manner, foregrounding student success. Odu will present at the next meeting on the recommendations he has received. Target date is Fall 2026.

V. New Business

1. Early Alert (Odu)

The current question around early alert implementation is: which platform to use? We have the CRM (Element 451), but other programs have been used in the past, and there are a lot of options out there. There is an active Work Group looking into this. The Work Group is also coordinating with the District on technical issues. The other colleges in the District are behind Miramar on this work, so we have the opportunity to lead.

2. Standardized Attendance Accounting (Odu)

A training was held last week for the Deans and Chairs on this topic. We don't expect a large impact on Miramar, but Mesa/City will be affected, so the FTES financial impact will essentially be a wash district-wide. The new accounting method will be uniform across the state. FTES will be calculated based on the units listed on the Course Outline of Record (COR), rather than contact hours. The FTEF impact of this change has not been analyzed yet.

3. Summer/Fall Class Schedule (Odu)

At this time, we are hoping for up to a 10% increase in FTEF for AY 2026-2027. Unsure at this time how much of this would be dedicated to CCAP classes. Time blocks are in development.

Odu mentioned that there is currently no clear/formal procedure to request additional FTEF at Miramar. This could be a potential project for this Committee. However, one benefit of the existing informal approach is its speed and flexibility. If the EMC does decide to work on developing a procedure, the Business Department has existing processes that could be used as models to inform the Committee's discussions.

VI. Announcements – None

VII. Next Scheduled Meeting – February 19, 2026

VIII. Adjournment

MSC (Ascione/Moore) to adjourn at 3:05pm