

## **Enrollment Management Team Meeting Minutes – October 3, 2003**

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Attendees: Kathy Lehner (Chair), Mark Rawitsch, Oscan De Haro, Mike Adams, Kristie Anderson, Ross Beck, Karen Christopherson, Craig Hayward, Lefty Olguin, Candie Dickenson, Meridith Randall, Cyndi Woskow  
Absent: Tom Kesey, Manuel Guerra, Susan Bell, Jayme Johnson

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### **1. PRIOR MINUTES APPROVED**

Accepted as is.

### **2. REVIEW OF LATEST FTES/FTEF DATA (Craig Hayward)**

Craig presented the latest FTES/FTEF data and discussion followed. Craig noted that Fall enrollments are up 3% over last year's FTES and expects we will finish the semester at 3.5-3.8% above last year. Craig also explained that approximately one half of the -13.3% change for Willits Campus is due to the Computer Science 500 Lab's change in enrollment method. Students are now enrolled as they show up for the Lab, as opposed to automatically being enrolled as was previously done.

### **3. SCHEDULING UPDATE**

Discussion took place for the need to give advance notification to Mike Adams (Facilities) when there is a schedule change at any campus location. This will allow Facilities the opportunity to plan for any work that may need to be done associated with the change. Additionally, Facilities needs advance notification of any evening or weekend requirements for the same reason. Mark Rawitsch reported that the Willits Campus is out of classroom space and the Lake Campus is out of parking space.

### **4. WEEKEND CLASSES AND SUPPORT SERVICES**

Kathy Lehner indicated that requests for extended services would be considered one at a time. Meridith Randall and John Koetzner are discussing extended hours for the library.

### **5. ATTRITION POINTS – Refine and assign sub-groups**

Ross Beck volunteered to research practices of attrition point #1, Inquiry to Application. Kathy will get a small group together to discuss attrition points #2 and 3.

### **6. BRAINSTORMING LIST – Additions and Priorities**

Kathy Lehner requested all Team members review the EMT Brainstorming ideas list handed out and extract top issues for next meeting.

### **7. OTHER ITEMS**

A lively discussion took place regarding what the Enrollment Management Team's focus should be. Some suggested areas for focus as: enrollment, student services, retention of students, and success of new programs.

Candie Dickenson pointed out that it is difficult to determine what the desired enrollment size should be and the difference between managing enrollment growth vs. student retention. She suggested when our enrollment level is satisfactory; perhaps the focus

should shift to student services. It was also noted that student retention is not always directly related to classroom issues, but often due to extenuating student circumstances, such as changes in transportation, daycare, or financial aid issues.

Ross Beck suggested the Team could focus on ensuring success of new programs such as CAM, Nursing, and Soccer while cutting out weak programs that still get funding.

Craig Hayward volunteered to provide data on drop rates by discipline compared to other schools.

Mike Adams suggested the Team could focus on enrollment and projections for the future, then work backwards to manage anticipated growth from inception to completion by planning for space and scheduling.

Kristie Anderson suggested the focus should be on delivery systems of products and services

Discussion Outcome: Ross Beck will work with Kristie Anderson, Oscan De Haro and Candie Dickenson to research Attrition Point #1. Kathy Lehner will work with Kristie Anderson, Oscar De Haro, and Candie Dickenson to research Attrition Points 2 and 3.

**9. NEXT MEETING:** Wednesday, October 22, 2003 from 3:00-4:00pm, Board Room

**10. ADJOURN**