****

**Enrollment Management Committee**

**1:00 pm - 3:00 pm on January 19, 2023**

Zoom link: <https://ccsf-edu.zoom.us/j/87231616823>

**DRAFT MINUTES**

**Members Present**: Geisce Ly (Admin Co-Chair), Mitra Sapienza (Faculty Co-Chair), Edie Kaeuper, Monika Liu, Wynd Kaufmyn, Edgar Torres, Enrique Velez, Silvia Urrutia, and Heather Brandt

**Alternate Present**: Mandy Liang

**Resource Support Present:** Pam Mery

**Guests Present**: Simon Hanson and Fanny Law

**Upcoming Meetings:** 2/16/23, 3/16/23, 4/20/23, and 5/18/23

|  |  |  |
| --- | --- | --- |
| **No.** | **Items** | **Discussion/Outcome** |
| 1. | Welcome |  |
| 2. | Co-chair election | Wynd stepped down as faculty co-chair due to teaching schedule conflict. Motioned by Wynd and seconded by Edgar to elect Mitra Sapienza as the new co-chair. Special kudos to Wynd for doing a great job serving as co-chair the last 2.5 years. |
| 3. | Approved December 15th Minutes | Motioned by Wynd, seconded by Edgar |
| 4. | Approved today’s agenda | Motioned by Heather, seconded by Wynd |
| 5. | Ghost students – IP Quality Score | We discussed the impact of ghost (aka fake) students appearing on faculty members’ rosters. The issue we had this semester is different from last semester in the sense that ghost students went mostly undetected during Fall 2022 registration and at the start of classes. With the use of a detection tool called IP Quality Score this semester, there were about 1,000 students that had a score of 95-100% probability that it could be a fraudulent registration. These students were initially dropped around the first day of classes. After engaging in more vetted and nuanced conversations about this matter, many of these students were reinstated back to the original class rosters(s). The waitlisted students that were moved from the wait list to the class were then moved back to the wait list. Our Admissions & Registration staff will continue to monitor this situation, and work with faculty and students to address any registration issues stemming from this incident. In the future, before students with a very high IP Quality Score (90-100%) are automatically dropped, there will be additional checks-and-balances to ensure that verified fraudulent accounts are the ones being removed from faculty members’ rosters. |
| 6. | Instructional budget & schedule development process | Geisce provided an update about this process. Department chairs are encouraged to meet with him to discuss their Summer 2023 instructional budget by 1/23. He plans to share the Summer 2023 budget with the chairs and their deans on 1/26 to give them sufficient time to start scheduling. He is hopeful that he will be able to augment some departments’ summer instructional allocation based on a measured growth approach. The goal of schedule development is to build a robust schedule for students. The Summer 2023 schedule will go live on 3/27, the first day of summer registration is 4/10, and first day of summer classes is 6/5. The Summer 2023 instructional budget memo and schedule production timeline will be shared at the next EMC meeting.  For academic year 2023-24, chairs are invited to meet with Geisce from 1/23 to 2/10 to highlight their department, programs, and classes and discuss their instructional needs prior to initial instructional allocations are determined. Geisce plans to share the 2023-24 instructional allocation memo and schedule production timeline at the next EMC meeting.  EMC members, alternates and guests are invited to participate in a professional development training on 3/16 from 2 – 4 pm. Charles Braden will facilitate this “Culturally Responsive Strategic Enrollment Management” training for chairs and deans in MUB 140 and on Zoom.  A core group of faculty and admin will participate this July at UCSD Enrollment Management Academy. This core group will continue to meet next year to identify and implement a college-wide project. An enrollment management work group comprised of EMC members, alternates and guests are encouraged to participate. |
| 7. | Multi-year enrollment management plan | We invited EMC to provide input and suggestions to help increase enrollment in the next three years so that we can generate ideas for the College to consider supporting and implementing. The following were shared:   * Create a more student-centered class schedule by engaging in interdepartmental collaboration and cooperation * Strengthen our partnership with SFSU and SFUSD * Participate in the “Caring Campus Initiative” to create a more welcoming environment for our students * Improve our registration system and process * Increase our marketing efforts and resources to increase awareness of services, programs and benefits * Expand our instructional service agreements * Strengthen our noncredit offerings * Consider offering classes in 16-week format * Update names of courses to be more reflective of current language   We will continue this conversation at our next meeting. |
| 8. | Future Agenda Items | Continue to discuss multi-year enrollment management plan |