



**Enrollment Management Meeting**

Meeting Date: Nov. 14, 2019

Meeting Time: 9AM- 10AM

Location: Boardroom

Present: Rexford, N., Klever, M., Green, M., Gonzalez, J., Varty, A., Slabaugh, D., Perlas, C (Note Taker)

Topic	Information/Action
<p><b>Welcome!</b>  <b>Approval of the notes</b></p> <p><b>New Business</b></p> <p>I. <b>Proposed Strategic Enrollment Management Outline</b></p> <p>II. <b>LTCC SEM Software Demo</b></p> <p>III. <b>Class Cancelation Process (on back)</b></p>	<p><b>Welcome!</b>  <b>Approval of the notes</b>  All approved</p> <p><b>New Business</b></p> <p>I. <b>Proposed Strategic Enrollment Management Outline (see attached)</b>  Review of SEM Plan outline which is aligned with the Vision for Success goals and incorporates Guided Pathways. Recommended to include DE data in section III.  <b>ACTION: Drafted sections to be completed by Dec. 12<sup>th</sup>:</b></p> <ul style="list-style-type: none"> <li>• <b>Nathan to provide data including DE data, for SEM Plan by Friday, Nov. 15<sup>th</sup>.</b></li> <li>• <b>Alison to draft section IV.</b></li> <li>• <b>Mark, Janice and Melissa to draft sections V and VI.</b></li> <li>• <b>Char to develop a team page to merge sections.</b></li> <li>• <b>Ron to draft section VII. Char to email Institutional Data to Ron.</b></li> <li>• <b>Nathan to work with Ron on Retention % Outcomes.</b></li> <li>• <b>Neil to draft section VIII (to be completed by 1st Spring EM Meeting, January 30<sup>th</sup>).</b></li> </ul> <p>II. <b>LTCC SEM Software Demo</b>  <b>ACTION: Char and Nathan are meeting with the consultant this afternoon and will report back. Nathan is to ask questions regarding Banner and small class sizes.</b></p> <p>III. <b>Class Cancelation Process (on back)</b>  Discussion ensued regarding who would contact the students when a class is canceled. Recommended to add process of how students are notified.  <b>ACTION: Char to modify to include ‘how students are contacted’.</b></p>

**Mission Statement**

*College of the Siskiyous promotes learning and provides academic excellence for the students of Siskiyou County, the State of California, the nation and the world. COS provides accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.*

<p><b>IV. 'Available Classes' Webpage</b></p> <p><b>Timeline:</b></p> <ul style="list-style-type: none"> <li>A. Target date to complete update/revision of 🙄 2019-2021 Plan: Nov. 14<sup>th</sup>, 2019</li> <li>B. Next plan (to be completed prior to ACCJC Site Visit) 2021 – 2024 Plan.</li> </ul> <p><b>Standing Items</b></p> <ul style="list-style-type: none"> <li>V. Report to IPB</li> </ul> <p><b>Future Items?</b></p> <p><b>Adjourn</b></p>	<p><b>IV. 'Available Classes' Webpage</b></p> <p>Recommended to place all available classes by sort (lowest to highest). <b>ACTION: To be re-agendized at next meeting</b></p> <p><b>Timeline:</b></p> <ul style="list-style-type: none"> <li>A. Target date to complete update/revision of 2019-2021 Plan: Draft due Dec 12<sup>th</sup> 🙄</li> <li>B. Next plan 2021 – 2024 Plan.</li> </ul> <p><b>Standing Items</b></p> <ul style="list-style-type: none"> <li>V. Report to IPB <b>ACTION: Melissa to provide update at IPB. Char to supply today's notes.</b></li> </ul> <p><b>Future Items?</b></p> <p>Dec. 12<sup>th</sup>: Review Draft of SEM Plan and Revisit 'Available Classes' website</p> <p><b>Adjourn – 10:00am</b></p>
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**College of the Siskiyou**  
**Office of Academic Affairs Course Cancellation Process**  
**Fall 2019**

In a continuing effort to support student success by cancelling low enrolled classes in a timely fashion in order to provide students enough time to find other classes to fill their schedules, the Office of Academic Affairs has established the following course cancellation process.

1. **Four weeks prior to the start of the class:** Classes with zero digit enrollment may be subject to cancellation. The respective Dean will contact instructors to notify them that their course(s) may be canceled.
2. **Two weeks prior to the start of the class:** Classes with zero enrollment will be subject to cancellation and classes with single digit enrollment may be subject to cancellation. The respective Dean will notify impacted instructors.
3. **One week prior to the start of the class:** Classes with single digit enrollment will be subject to cancellation. The respective Dean will notify impacted instructors.

Factors to be considered in deciding which classes may be allowed to run with fewer than 10 enrollments are the following:

- a. Classes required for graduation, for a major, or for a career;
- b. Classes offered in limited capacity classroom or laboratory facilities;
- c. Classes subject to statutory or state regulations mandating class size;
- d. Initial pilot, or experimental offerings for their first and second presentations;
- e. Contracts with outside agencies under which the District agrees to provide instruction.

The respective Dean and faculty member will make every effort to prevent class cancellations by:

- a. Exploring late start, face-to-face and/or online opportunities that will allow the class to gain more enrollments
- b. Working with Student Services and the Public Information Office in marketing low enrolled classes to students/community
- c. Reaching out to waitlisted students and informing them of available courses in the same discipline
- d. Discussing compensation options to teaching sections with less than 10 students enrolled

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