



Enrollment Management Meeting

Meeting Date: Nov. 14, 2019

Meeting Time: 9AM- 10AM

Location: Boardroom

Present:

Topic	Information/Action
<p>Welcome!</p> <p>Approval of the notes</p> <p>New Business</p> <ul style="list-style-type: none"> I. Proposed Strategic Enrollment Management Outline II. LTCC SEM Software Demo III. Class Cancelation Process (on back) IV. 'Available Classes' Webpage <p>Timeline:</p> <ul style="list-style-type: none"> A. Target date to complete update/revision of 2019-2021 Plan: Nov. 14th, 2019 🙄 B. Next plan (to be completed prior to ACCJC Site Visit) 2021 – 2024 Plan. <p>Standing Items</p> <ul style="list-style-type: none"> IV. Report to IPB <p>Future Items?</p> <p>Adjourn</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.



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

Mission Statement

*College of the Siskiyou 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.*