Enrollment Management Meeting
Meeting Date: Dec 12, 2019
Meeting Time: 9AM- 10AM
Location: Boardroom
Present:

Topic	Information/Action

Welcome!
 	
Approval of the Nov 14th notes
 	
Old Business
    I.   **'Low enrolled/Available Classes' website**
 	
    II.   **LTCC SEM Demo – Nathan and Char**
 	
New Business
 	
    I.   **Strategic Enrollment Management Plan**
ACTION: Drafted sections to be completed by Dec. 12th:
• **Nathan to provide data including DE data, for SEM Plan by Friday, Nov. 15th.**
• **Alison to draft section IV.**
• **Mark, Janice and Melissa to draft sections V and VI.**
• **Char to develop section I and II and a team page to merge sections.**
• **Ron to draft section VII. Char to email Institutional Data to Ron.**
• **Nathan to work with Ron on Retention % Outcomes.**
• **Neil to draft section VIII (to be completed by 1st Spring EM Meeting, January 30th).**
 	
    II.   **Coursedog SEM Software Demo**
 	
Standing Items
    I.   **Report to IPB**
 	
SEM Timeline:
    A.   Target date to complete 19-21 SEM Plan: Feb 27th, 2020
    B.   Next plan (to be completed prior to ACCJC Site Visit) 2021 – 2024 Plan.
 	
Future Items?
 	
Adjourn	