Enrollment Management Meeting
Meeting Date: Dec 12, 2019
Meeting Time: 9AM- 10AM
Location: Boardroom
Present: Varty, A., Carpenttier-Atling, N., Slabbinck, R., Green, M., Slabaugh, D., Klever, M., Perlas, C. (Note Taker)

Topic	Information/Action

Welcome!
 	
Approval of the Nov 14thnotes
 	
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.**
	Welcome!
	
	Approval of the Nov 14thnotes
	
	Old Business
	  I. **'Low enrolled/Available Classes' website**
	Change site to read 'Featured' classes
	ACTION: Please send Char and/or Dawnie classes you would like to see listed on the 'Featured Class' site.
	
	  II. **LTCC SEM Demo – Nathan and Char**
	It's REALLY expensive!
	
	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.** Submitted on Nov. 15th! Thanks Nathan!
	• **Alison to draft section IV.**
	Section IV is drafted and submitted. Thanks Nathan and Alison!
	• **Mark, Janice and Melissa to draft sections V and VI.**
	Sections V and VI are drafted and submitted! Thanks Melissa, Janice and Mark!
	• **Char to develop section I and II and a team page to merge sections.**
	Section I and II are drafted and submitted!
	• **Ron to draft section VII. Char to email Institutional Data to Ron.**

- **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

- **Nathan to work with Ron on Retention % Outcomes.** Char to work with Nathan and Ron to submit.
- **Neil to draft section VIII (to be completed by 1st Spring EM Meeting, January 30th).**

II.   **Coursedog SEM Software Demo**
Formed by two former Columbia University Students. Discussion ensued regarding applicability to our small college. The analytics piece was the most attractive. Dialogue started regarding Degree Works. Certain departments meet and intentionally
ACTION: Char to follow up with Val regarding Degree Works predictive analytics.

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