

**Enrollment Management –
Chairs/Deans Meeting 8/22/19
Agenda**

1. We are in terms of enrollment as of 8/21/19
13.28 FTEF reduction for Spring 2020.

FTEF allocation for 19-20

- a) Summer 23.49
- b) Fall/Winter 105.7
- c) Spring/Inter 105.7
- d) **Total 234.9**; district gave us this allocation.
- e) July 2019 new allocation reduction: 13.28. **New total 221.7**

Previously: VPI said “don’t count intersession towards allocations page.”

Are there classes that filled up right away? Talk to your deans. Is there a course in your discipline that now are fully enrolled and can we help the bottleneck of students that need to be served by adding one or two sections?

Let deans know by Sept 12 about intersession.

Must double check rollover with new FTEF allocation.

2. Cancelled Classes over time

We’ve cut less Fall 2019 than last Fall 2018 and less than Fall 2017.

With the new building, do we offer more classes? CE needs to stay up-to-date with industry and earns points on the Student Centered Funding Formula (SCFF) for certificates and job placements.

Is there a way to connect marketing to the curricular program? Could they exist for programs?

3. FTEF overall including allocation changes

Actual allocation 19-20 (after cancellations):

- a. Summer 23.34
- b. Fall 88.51
- c. Winter 6
- d. Spring 96.19 (rollover schedule)
- e. Intersession 6
- f. **Total 220**

This means we don’t need to cut based on the rollover schedule from Spring 2019. Note: this FTEF allocation decision doesn’t apply to intersession, but consider that for the future.

4. Our fall schedule versus Laney/BCC/Merritt
Min downloaded Excel report from Prompt that shows classes across district in each discipline. As we think about adding a late start, use the report as a tool to consider your times.
DE courses: be mindful of instructor contact. DE classes must have “regular effective contact initiated by the instructor.” DE instructor should be making weekly/bi-weekly contact with students. Try not to overschedule DE instructors; really hard to meet the minimum requirement. For 3-unit course, 52.5 multiplied by the number of students in the course.
5. Planning for Spring –
 - a. Discipline Plans
 - b. Tools from Dominique
 - i. Can look over course of 5 years for completion and retention for all courses offered. Data comes from Power BI.
 - ii. If you need access to power BI, email District IT to get access.
 - iii. Course enrollments and productivity over 5 years.
6. Next meeting Sept 10 (Attendance: Trish Nelson, Cady Carmichael, Jennifer Fowler, Amanda Price, Brian Ng, Hoi Ko, OJ Roundtree, Rochelle Olive, Silvester Henderson, Carla Pegues, John Taylor, Blair Nortion, Jane McKenna, Sarah Peterson-Guada, Vanson Nguyen, Don Miller; Guests: Jayne Smithson, Andrew park, Matthrew Goldstein, Lilia Celhay, Eva Jennings, Ana McClanahan)