Enrollment Management Committee Minutes
Thursday, November 10, 2011
10-11:30 a.m. PCR

In attendance: Betsy Regalado, Celena Alcala, Jack Ruebensaal, Adrienne Foster, Judith-Ann Friedman, Michelle Long-Coffee, Steve Aggers, Rebecca Tillberg, Kathy Walton, Mary-Jo Apigo, Glenn Schenk, Ken Lin

New Enrollment Management Committee Charge: EMC oversees enrollment to achieve and maintain target level, FTES. The Committee will do this by tracking students’ characteristics and outcomes and by reviewing the development of the various recruitment programs.

1) October meeting notes were approved through consensus

2) Academic Affairs/Student Services/ Administrative Services Report
   i. 18 unit and 9 unit district-wide registration restriction – Betsy
      - The new unit restrictions for students taking classes at all LACCD campuses are:
        18 units for semesters and 9 units for inter-sessions. This policy differs from the
        previous policy in which students were allowed to enroll in a maximum of 18
        units at each campus. The restrictions will be programmed into DEC and go into
        effect for winter and spring semesters. Unit restrictions can be petitioned. This
        policy change was the result of students over enrolling in classes and dropping
        them at the last minute.
        - The policy is being advertised on West’s website and on social networks.
        - Betsy also announced that City College will hold winter intersession because they
          were below their FTES predictions. Their schedule of classes will be available
          soon.
   ii. Course Repeat Policy- Betsy (handout)
      - There is a new policy that affects the number of times a student can repeat a
        course. Currently, a student may repeat a course up to seven times. As a result of
        the new policy, a student may only repeat the course up to three times for
        academic notation. Under the new policy, after a student takes a course three
        times, it will not could for apportionment. If a petition is approved, the college
        can collect apportionment for the fourth class.
        - The policy is being advertised on West’s website and on social networks. The
          policy has been viewed at least 1,000 times.
   iii. Proposal to change No Penalty Drop Date – Betsy & Rebecca
      - The district is currently going through consultation regarding a new policy to
        move the drop date earlier in the semester to the day before census count.
      - The committee discussed the need for faculty to enforce the attendance policy.
        - “No shows” result in the college having to give money back to the
          Department of Education. Currently West returns under $20,000.
      - The committee discussed the need for Distance Learning students to log into the
        system earlier.
      - Jack Ruebensaal spoke about the ease of dropping students and printing new
        rosters on the online portal. It was clarifies that exclusions could be done online
        or on the census roster and that census is still a paper roster.
• Dr. Friedman shared that the math and science department drop their enrollment limits so the instructor controls the add process.
  o Betsy mentioned that the district is going through consultation on changing the policy for adding classes. The policy that is being discussed would change the last day that a student can add a course themselves to the first day of registration.

iv. Limitations on Student Withdrawals- Betsy (handout)
• The district revised the administrative regulation for the number of student withdrawals that goes into effect on July 1. The policy is similar to the course repeat policy in that students will have three attempts for academic notation.
• Betsy and Glenn Schenk clarified that Financial Aid petitions are handled through the student services administrators.

v. Student Success Task Force Draft Recommendation- Betsy (handout)
• The Student Success Task Force is hosting town hall meetings throughout the state. Educators have offered feedback to their recommendations, which will be considered. The Task Force will revise their recommendations for the Board of Governor’s approval in January. They have already taken out consolidating programs.
• There is no additional funding implication.

vi. Proposed Revisions to Board Rule 8603 – Adrienne & Betsy (handout)
• Current and former foster youth were added to the priority registration populations. The board rule goes into effect on January 1st, 2012, but it can be postponed until Summer/Fall 2012. It has yet to be determined how or if this population will be verified. Concurrently enrolled foster youth will have priority registration.

vii. Discuss how to allocate FTE within an academic year- Adrienne & Bob
• Betsy announced that at our next meeting, the committee will discuss how it would like to allocate our FTES. The committee will discuss a possible small summer session. Committee members mentioned the data that they would like Rebecca to bring to the next meeting.
• Glenn announced that our Financial Aid students are ineligible for aid during the summer because we do not offer summer session.
• Betsy announced that universities used to provisionally admit students for transfer if they still had courses to complete, but now they must complete English and math courses a semester prior to transfer.
• Ara should be present at the next meeting to address vocational education courses.
• Bridge programs were discussed.

viii. Review membership of the committee- Adrienne
• Dr. Foster asked if the membership of the committee had been reviewed since it went from a president hosted committee. Betsy responded that she eliminated people who had not attended the meeting over the last year. She will bring the original membership list with her to the next meeting.

ix. Assess Meeting Time – Adrienne
• On a related topic, Dr. Foster asked if the committee could revisit the time that the committee meets so that we could get more faculty involvement. This item will be discussed at the next meeting.

x. Enrollment as an experience- Bob
• This item was moved to the January meeting.
xi. From parking or bus to end of finals- Bob
   • This item was moved to the January meeting.

3) Baseline Research: Data and Reports – Rebecca Tillberg
   a. Fall 2011 census report
      • West’s headcount is down approximately 4% and the District’s headcount is down approximately 2%. The FTES count is not down as much as we wanted it to be.
   b. Apportionment formula change for Distance Learning
      • Rebecca announced that the District will be adjusting the apportionment formula for distance learning classes to reflect that communication is not synchronistic. Synchronistic classes are accounted for through the WSCH (weekly student contact hours) method, but an independent method should be used for a-synchronistic courses (such as online classes).
      • Rebecca informed the committee members that it would result in a 20% loss.
      • There was discussion about how using the independent accounting method would affect the hybrid classes. Some members asked what would happen in 50% of the course was taught synchronized. Rebecca will direct the committee’s questions to the appropriate parties for answers.
   c. Achieving the Dream Overview and Leadership Retreat
      • AtD Data Team Workshop overview – This item was not discussed.

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<tr>
<th>EMC Meetings Dates</th>
<th>Fall 2011: Nov. 10 &amp; Dec. 8</th>
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| Important Registration Dates | Winter Intersession: Priority 10/24- 10/26  
Continuing: 10/27- 11/16 
New & Returning: 11/7 onward |
|                     | Spring: Priority 11/14- 11/16  
Continuing: 11/17- 12/11 
New & Returning: 12/11 onward |
| Winter-intersession offerings | Yes- City, East, Trade Tech, Valley 
No- Harbor, ITV, Mission, Pierce, Southwest, West |