

Enrollment Management Committee
August 10, 2005, 1:30 p.m. - 3:30 p.m.
Central Portland

Agenda

- 1:30-2:15 Student Enrollment Process-Lean Business Process
Desired outcomes?
Identify stakeholders- who is missing?
Marketing
Recruitment Mailings
Admissions/Orientation
Testing
Business Office
Financial Aid
Registration
Advising
Counseling
Bookstore
Parking
Information Desk
Student Help Desk
Technology- MyPCC (student system for email, online courses, college business, etc)
Faculty (wait lists for high demand courses and intraterm retention strategies)
Departmental Instructional Assistants (deal with course cancellations, classroom changes and full courses/overrides)
Brainstorm timeline
- 2:15-2:45 Targeted Advising Strategy
Report on advising numbers- Rob Vergun
Discuss reasonable target group of students
Discussion with Advising Staff in Fall 2005
Determine role of advisors in different types of advising
Work on logistics with advising staff
- 2:45-3:15 Fall In-service Planning
EM Update- what should be shared with the college?
T3 Update
Student Video
Retention Survey
Should this be taken at in-service by all employees?
How should this be handed out to all employees?
We need assistance to collect these handouts?
- 3:15-3:30 Updates
Fall Meeting Schedule (Fridays at Central Portland from 1:30-3:30)
September 16 October 14 and 28
November 18 December 2 and 16