

**Enrollment Management Committee**  
**Meeting Minutes**  
Friday, January 20, 2006

---

Attended: Rebecca Mathern, Stedman Burroughs, Tammy Billick, Russell Banks, Laurie Bales, Jackie Elliott, Jane Rognlie, Ron Smith, Cheryl Scott, Consuelo Romanski, Robin Burwell, Craig Kolins, and Dr. Christine Chairsell

**Introductions and Welcome of new EM committee members.**

New to the committee are: Consuelo Romanski and Stedman Burroughs. The EM committee has extended invites to Susan Wilson, Roberto Suarez, and Pam Muir. The EM committee would like to have a well balance representation from all campuses. In addition to campus staff representation; the EM is also interested in more faculty participation.

**Refund Policy –Fall 2006**

A discussion was held regarding the Refund Policy last spring and a proposal was made that PCC change the drop deadline to the first Friday of the week. Currently, PCC gives students two weeks to drop courses and receive a full refund. Recommendations will be brought to the EAC and SDC committees respectively. The EM committee agreed to send the recommendation to the EAC (Laurie Bales will represent us) with the caveats: Financial Aid is dispersed a week earlier and students are allowed to make adds/drops during week one.

**Mandatory Advising Task Force**

The EM committee had several key questions for the Mandatory Advising group. Who are the participants? What will the group focus on? Should there be some type of ‘intervention’ when students receive their test scores? How should the EM group address the ‘intervention’ piece?

The committee bounced ideas off of each other for the intervention piece from the aspect of “triage” to group advising. Jackie Elliott will give a mini presentation at our next EM meeting of a group advising model that was used at Sylvania a year ago. The committee will be able to view this model and make recommendations.

**Registration Process Change – Spring 2006 (Spring Reg will be February 24)**

A flyer was created announcing important changes to the Spring 2006 registration process. The changes are being implemented to prevent Banner from being overloaded with students trying to log in and register all at the same time. The proposed changes are for degree seeking students (based on credits earned at PCC as of the end of Fall Term 2005)

Information regarding these changes has been posted on College Announcements via MyPCC. Students will receive handouts at Advising, Counseling and other essential areas within PCC. Targeted email will be sent to cohorts reflecting their time of registration. Questions posed if this applies only to online registration or both online registration and

calls made to the Registration dept. Pam Muir/Craig Kolins were consulted for clarification and on the appropriate dates and times, students will be able to register either online or over the phone. In person registration doesn't start until much closer to the beginning of the term. .

Russell will draft a poster design and send to Craig for review. The EM group will think of locations to distribute the posters throughout PCC.

**Next Meeting**

Our next EM meeting will be held Friday, February 3<sup>rd</sup>. at CPWTC – Room 302. Meeting time: 1:30 pm – 3:30 pm. All meetings dates/times can be found in our EM group page via MyPCC in the calendar section. Group Announcements are posted as well via MyPCC.

Meeting Adjourned: 3:30pm