

**Enrollment Management Committee**  
Meeting Minutes  
Friday, October 14, 2005 ~ 1:30 p.m. – 3:30 p.m.  
Central Portland Community College

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**Attendees:** Rebecca Mathern, Craig Kolins, Tammy Billick, Robin Burwell, Dennis Bailey-Fougner, Laurie Bales, Loan Lee, Jane Rognlie

### **Review Retention Perception Survey**

During PCC's district wide fall in-service, Nan Poppe gave an update on the college's retention and student success initiatives. She also mentioned a retention survey that would be sent via e-mail to PCC staff and faculty in mid October. The survey will also be sent to student workers for their input. You can find the survey at: [www.pcc.edu/surveys/retention](http://www.pcc.edu/surveys/retention)

It was suggested that the definition for Enrollment Management be included on the cover letter of the survey. The survey will be sent Monday, October 17<sup>th</sup>, with a deadline for completion of Friday, October 21<sup>st</sup>.

There were two statements from the survey that were of some concern to committee members and Rebecca will follow-up with Nan for approval.

### **Lean Enrollment Process**

Rebecca gave an update on the Lean project – all one-one conference calls have been conducted and two group conference calls were held last week at Cascade and Sylvania. A third conference call will be held on Wednesday, October 19<sup>th</sup> at 1:-00 p.m. at SYL LIB 204.

Craig asked the committee what they have been hearing from the groups regarding the Lean project. There have been raised concerns and some are skeptical that there will be no follow-up. The thought behind this is that individuals feel that they have been through similar 'Lean' processes with no valuable outcomes. Their other concern is potential job loss. They hear the word "Lean" and automatically think "downsize." The goal of the Lean project is to take risks and be creative in thinking - to eliminate the barriers, confusion, and frustration that our students experience and determine at what "point" do we lose these students. It was suggested that Preston address the concerns and fears of these individuals and to reiterate that there will be no loss of jobs.

Rebecca will follow-up on the outcomes of 4 initiatives that were brought to Cabinet:

- Degree Audit
- Stream Enrollment process
- Mandatory Advising
- Communication process at PCC

### **Degree Audit**

No update on Degree Audit.

**Next Meeting**

Please make note that our next scheduled meeting will be **Friday, October 28<sup>th</sup> – 1:30 p.m. – 3:30 p.m.** **The location of the meeting will be determined and an announcement will be sent to committee members.**

Meeting adjourned – 3:30 p.m.