

Enrollment Management Committee
Meeting Minutes
Friday, March 3, 2006 ~ 1:30 p.m. – 3:30 p.m.
Central Portland

Attendees: Rebecca Mathern, Craig Kolins, Cheryl Hefty, Stedman Burroughs, Ron Smith, Laurie Bales, Scott Huff, Jane Rognlie, Pam Muir, Susan Wilson, Robin Burwell

Discussion about Refund Policy – Fall 2006

Committee reviewed Refund Policy Rationale for recommendations/changes to content. Please submit your recommendations to Rebecca prior to March 17th. The goal of changing the refund policy is to provide students with more access to classes.

Note: PCC's Lean team made a decision to focus on the 'WaitList' as their next lean project. This will enhance the ability to add classes during the first week of the term.

Communication Plan

- a. Refund policy needs to be decided on before May with hopes of implementing by Fall 2006. Communication is essential in getting this information out to stakeholders. Rebecca and Craig would like multiple EM members to attend stakeholder meetings in the coming weeks.
- b. The following Stakeholder meetings will have representation from EM:
 - i. SDC – Laurie Bales, Rebecca and Pam Muir
 - ii. EAC – Chris Chairsell, Craig Kolins & Scott Huff
 - iii. ASPCC – Chris Chairsell and Craig Kolins will meet with this group on March 10.
 - iv. DOIs and Division Dean – Rebecca sent an email requesting attendance at the DOI meetings at each campus. Cheryl Scott has been solicited to attend them since she is a Div Dean.

Rebecca will work on “framing questions” and will send these out to the committee. She has requested group involvement and that they be turned in by requested date. These questions will be brought up at the stakeholder meetings.

Other schools policies

- c. A hand-out was given to committee with information reflecting other community colleges refund policies. Craig would like to look at other Oregon community colleges. Rebecca will contact Dennis to verify that he has gathered additional information.

Title III Report Update

Rebecca gave an update of the Title III projects to EM committee as well as who the staff are: Rebecca Mathern – Manager, Katy Ho-Middleton – Retention Coordinator, Tonia Coronado – Transfer Center Specialist, Peyman Javaheri – Tech. Specialist III and Jason Whitner – Web Analyst.

The focus of the Title III grant is to improve student retention. Of the seven key initiatives for the grant, four have been completed and are being maintained. Currently, Katy Ho is working on the Early Warning System. This will be a helpful and useful tool for faculty to access any time during the term that will help students at risk of academic failure. This project is in the early stages of development.

Title III goals were measured and though the goals were not met, there was an increase in retention. PCC may not get a good sense of retention numbers until after the grant has expired. Grant expires September 2008.

Membership Ideas

Committee agreed that we need more participation from Instruction. Committee members made suggestions and those individuals will be contacted via email and invited to participate. Susanne Christopher and Janice Rank will be joining the committee. One more thing to think about is the size of the committee. How large do we want to grow?

Spring and Summer Term Meetings

Please note that our Friday, March 17th meeting has been cancelled.

We have scheduled meetings for Spring and Summer term. I have listed the dates/times below and meetings will be scheduled in our EM calendar. As a reminder, announcements will be posted regarding scheduled meetings. All meetings will be held at CPWTC. Some of the room locations have not yet been confirmed (waiting for summer schedule at Central to be finalized) but the room location is always located on the white board when entering the building.

Spring

Fridays 1:30 – 3:30pm

April 7 & 21

May 5 & 19

June 2

Summer

Thursdays 8:30 – 10:30am

June 22

July 27

August 24