

Enrollment Management Committee
Minutes

June 10, 2005 – CPWTC – 1:30 p.m. – 3:30 p.m.

Attendees: Craig Kolins, Rebecca Mathern, Guy Sievert, Robin Burwell, Cheryl Scott, Laurie Bales, Frost Johnson, Mimi Maduro, Miriam Friedman, Dennis Bailey-Fougner, Jennifer Boehmer, Tammy Billick, Jane Rognlie and Tonia Coronado

Guests: Kendra Cawley and Rob Vergun

Agenda

Noel-Levitz Conference Report – Robin Burwell and Tonia Coronado

- Robin and Tonia presented information they received from the Noel-Levitz conference regarding student retention using the Retention Management System/College Student Inventory report.
- The Inventory report is focusing on “intentional intrusiveness” as a form of intervening with students who need it.
- The cost of each test is \$6.00 which includes the test itself as well as the report for each students test.
- The committee discussed how this system/report might be a useful tool for our counselors to use when seeing students.

Breaking Through Report and Career Pathways Training and Roadmaps – Mimi Maduro

- Brief overview of program and how it benefits all PCC students.
- Report shares successes of training programs at schools across the country including PCC.

Final Discussion from President’s Email

- The group will determine from a summary of these emails which topics might be necessary to include in the EM plan. Rebecca is preparing this summary.

Cabinet Discussion of 2005-2006 Initiatives

- Enrollment Process
 - The cabinet has decided to contract with the Custom Workforce Training programs to use the Lean Business Practice as an improvement tool for our Student Enrollment process.
- Advising for Degree Seeking Students
 - IR data – Rob Vergun spoke about the number of students who test into DE and how that would impact the number of students who could get ‘mandatory’ advising based on which courses they tested into.
- Degree Audit
 - Frost has a consultant in town June 27-30 to look at the CAPP module in our system and determine if it can be used for degree audit at PCC.

Summer Meetings

- Committee agreed to meeting once a month during the summer term.
 - **Meeting dates: Wednesday, July 13, 2005 and Wednesday, August 10, 2005.** Committee will meet at CPWTC -1:30 -3:30 p.m. Room 302.

Updates

- Group page – the Enrollment Management Committee has a link on ASA website. Nan Poppe will send an official college announcement with this information. Our webpage has information listing the EM Plan, committee members, meeting agenda/minutes and links to student retention documents.
- EM Conference – Craig, Rebecca, Kendra and Scott will be attending a conference in Vail, Colorado from June 14 – 17. The focus of the conference is student retention and they will present our EM Plan to conference staff for review and feedback. Feedback will be shared at our next meeting.
- Phone project – the phone project be tested again during fall enrollment. PCC is looking into doing this project long-term as a good will effort for our next students.

The meeting adjourned at 3:30 p.m.