

Enrollment Management Meeting

Minutes

August 10, 2005 at Central Portland

Attendees: Craig Kolins, Rebecca Mathern, Linda Reisser, Robin Burwell, Laurie Bales, Russell Banks, Guy Sievert, Cheryl Scott, Jane Rognlie, Barb Vanamerongen, Mimi Maduro, Loan Lee

Guest: Rob Vergun

Student Enrollment Process – Lean Business Process

- Desired Outcomes
 - Craig and Rebecca met with Bonnie Starkey regarding her meeting with the consultant, Adam Bowden, on July 29, to discuss PCC's Lean Business process. The meeting was very productive it is believed that the consultant has the ability to move PCC in the desired direction. Primarily the focus will be on new degree seeking students emphasizing on the process that takes a student from their first inquiry to end of fourth week of the term.
 - Notes from the meeting with Adam Bowden were distributed to committee. The following is an outline of the meeting:
 - Project Assumptions
 - One process across all campuses
 - No one laid off
 - Managers to function as leaders & coaches
 - Next Steps
 - Conference call (August/Sept – with cabinet)
 - Adam will conduct one-on-one conference calls with key contacts
 - Team Meeting Conference call (August/Sept)- Meeting with same key contacts to determine areas of focus & intent
 - Planning (August & September)- Adam, Bonnie Starkey and planning group. Conversation includes: Communication – When and how to inform PCC community, Logistics – who, when, where, Information gathering – identify needed resources
- EM committee reviewed list of stakeholders to determine if any other departments/areas need to be included with the list or which could be removed from the list.

The following departments/areas were suggestions from the committee that had not been listed on the agenda:

 - Library
 - Distance Learning
 - Multicultural Center
 - Women's Resource Center
 - High school advisors/counselors (external)
 - International students
 - Union representatives

- Division deans – rather than faculty chair

Targeted Advising Strategy

Advising numbers report – Rob Vergun

- Rob Vergun presented data on the following: All First-Term PCC students and All First-Term DS students with 6+ credits. There was a discussion as to what target group should be the focus: Students who tested into ANY Two of: (WR 80 or 90), (RD 80 or 90), (MTH 10 or 20 or 60/61). The data presented is based on ASSET rather than COMPASS. Some DE students are probably already receiving advising.

Questions:

What is mandatory advising?

What do advisors tell students?

Do we need to define what advising sessions include?

NOTE: The data was based on end of term results – individuals who took placement tests, enrolled and finished the entire term. Committee needs to have Rob Vergun determine numbers using all students who tested rather than all students who completed the term. At that point, the numbers will be more realistic for each category. This will help determine where we need mandatory advising.

Fall In-Service Planning

- Craig Kolins will be presenting at fall in-service. He will bring the PCC community up to date with EM & T3 goals/accomplishments.
- Craig has asked the committee to get back to him with specifics that the committee would like shared at Fall In-Service.
- Student Video – 3-6 video snippets will be shown of successful PCC graduates and/or transfer students who have overcome obstacles to achieve their goals. Part of the video is to ask students what sustained them to be successful at PCC and to recognize those outstanding faculty and staff who helped them become successful.
- Retention Survey –Craig would like to distribute a Retention Readiness survey at the Fall In-Service (Sylvania) but committee needs to determine how it will be distributed and collected. There were a few concerns with the wording and responses of the survey so Craig and Rebecca will meet again to determine what questions to ask and which to delete. They will revamp the questions to “perception” level and send a draft to the committee for review.

Updates

- The following dates have been set for our fall schedule and will be posted to our group calendar. Our meetings will be held on Fridays at Central Portland from 1:30 p.m. – 3:30 p.m.

September 16 October 14 and 28 November 18 December 2 and 16

If you missed the meeting, any handouts discussed are on the group page listed under that topic in the files area.