Enrollment Management Meeting
Agenda
February 15, 2005 – Sylvania – Conference Room B

I.   Phone frenzy
II.   President Pulliams email update
    a. 45 plus responses
    b. Categorization of feedback
        i. Thematic feedback
        ii. Categorization by goals and then having a miscellaneous category for topics and issues that don't fit.
            1. co-facilitators using this at summit?
III.   Summit
    a. RSVP Update
    b. Committee RSVP
    c. Agenda Draft
    d. Identify tasks for facilitators
        i. Communication strategy for goal breakdown
        ii. Role of facilitator- help group determine the difference between an objective and a task, brainstorm objectives and tasks that relate to specific goal

This is the goal that our group will be working on for the President's Summit on EM. Please think about some specific ideas as to how PCC can succeed in meeting this goal and ultimately improving student success. I am attaching an example of an objective and a task that fits within our goal. This example is not intended to limit your thinking…. The end goal is to develop an enrollment management plan ….

Email to participants:
List of the goal that person will participate in that day from their co-facilitator
Base message for email from Craig. Co-facilitators will add to this message.
Definition of Enrollment Management.

Summit Handout:
   ✓ Formal Goals
Definition of Enrollment Management
   ✓ Descriptions of Objectives and Tasks

Outcome of Summit:

Each group will prioritize three objectives/tasks to present but have others listed as well.

Co-facilitator background information:
One sheet of background information for each goal to have presented by the co-facilitator before the brainstorming session begins.
Effectiveness Indicators/ Educational Master Plan/ Accreditation Standards
District Planning Counsel

EM Minutes
What's been done so far.
What is the timeline for the enrollment management plan.
How will the continuous feedback loop continue through out the plan roll-out.