

Enrollment Management Minutes

Friday, May 13, 2005
Central Portland Workforce Training Center, Room 302

Attendees: Craig Kolins, Rebecca Mathern, Nan Poppe, Mimi Maduro, Frost Johnson, Dennis Bailey-Fougner, Robin Burwell, Ron Smith, Russell Banks, Loan Lee, Jackie Elliott, Tammy Billick, Kathleen Harriman and Lori Bales

Absent: Miriam Friedman, Patty McCoy, Jennifer Boehmer, Scott Huff, David Goldberg and Cheryl Scott

Introductions:

- New Enrollment Management Committee members: *Cheryl Scott* – Division Dean, *Kathleen Harriman* – Instructional Assistant, *Loan Lee* – Advising, *Lori Bales* – Auxiliary Services, *Jackie Elliott* – Counseling

EM Group Page:

- Question was posed to EM committee members in regards to having our EM Group page and content visible to the general public. What information would be restricted or open for public viewing.
 - Consensus agreed that having the guest view of the group page visible for public viewing would be beneficial for PCC and that a link on Nan's site for additional information would be made available.
 - Content considered:
 - Enrollment Management Plan – goals, objectives, tasks
 - List of EM committee members
 - Minutes
 - Links
 - Announcements

Student Development Committee -Drop deadline:

- SDC requested feedback from EM committee regarding the drop deadline
 - A student poll was conducted on the portal and 81% of students prefer the end of the second week as the drop deadline.
 - Asking a question about receiving FA a week earlier might help students better understand the situation.

- EM committee expressed some concerns with the drop deadline
 - Financial Aid – would students favor the drop date one week earlier if they can receive their financial aid a week earlier?
 - It is a possibility that this could reduce the amount of emergency loans.
 - Will the bill due date be affected?
 - There are issues with students holding on to the Blue Slip too long.
 - Liability issues with faculty allowing students to sit in class without being registered.

- Would students actually choose classes more wisely with one week drop deadline?
- Decision must be made by December 2005 to implement by Fall 2006. Time is needed to make necessary changes.

EM Plan – Objectives/Tasks

- Handouts of EM Goals/Objectives/ Tasks were distributed to committee members for review and discussion. Only goals 4, 6 and 7 were finished at this meeting.
 - Group focused on:
 - Are objectives under the right goal?
 - Are objectives considered an objective or a task?
- Goals 2, 3, and 5 will be reviewed at next meeting on May 27. Send feedback to Rebecca by Friday, May 20.

Assignments from President's e-mail

- Committee members were assigned selected pages of responses from President Pulliams email and were asked to summarize those responses and share with EM committee. EM committee will focus on the impact these responses will have on our goals, objectives and tasks.
- If you have not yet turned in your summary, please do so as soon as possible.

Updates

- Cabinet Meeting
 - Cabinet was enthusiastic to hear of the accomplishments of the EM committee
 - President Pulliams expressed sincere appreciation with the amount of work and direction the EM group has done.
- Phone Project
 - Rob Vergun has begun compiling data targeting students admitted during Spring term and checking to see if these students were still in school after their second week. By next week we should know the percentages of those still in school. If findings show a significant connection with the phone project and students staying in school, this project may be repeated for Fall term.

Upcoming Meeting:

- Our next meeting is scheduled for **Friday, May 27, 2005** – 1:30 p.m.-3:30 p.m. Central Portland WTC- Room 302. An announcement will be posted as well.

Meeting Adjourned at 3:35 p.m.