

## Enrollment Strategies Committee Meeting Summary

Monday, November 3, 2014  
3:30-5:00 p.m.  
Griffin Gate



### **Vision:**

Changing Lives Through Education

### **Mission:**

Grossmont College is committed to providing an exceptional learning environment that enables diverse individuals to pursue their hopes, dreams, and full potential, and to developing enlightened leaders and thoughtful citizens for local and global communities.

**Present:** Steve Baker, Janet Castaños, Martha Clavelle, Sue Gonda, Chris Hill, Oralee Holder, Brian Keliher, Lisa Maloy, John Oakes, Marsha Raybourn, Mike Reese, Beth Smith, Christina Tafoya, Paul Turounet, Katrina VanderWoude, Evan Wirig, Susan Working, Debbie Yaddow

**Absent:** Cruz Cerda, Aaron Starck,

**Guest:** Judy Heineman (SDSU Doctoral Student), Brian Nath, Chris Tarman

**Recorder:** Patty Sparks

### **Introductions**

Katrina stated that Brian Nath and Chris Tarman are here to learn more about desired data points and review what is available and potential additions from conversations today.

### **Review of Last Meeting**

No report

### **Short-term Strategies for Spring, 2015**

No discussion

### **Data and Reports Needs Discussion**

Katrina opened the conversation to the committee and the following comments were made:

- Debbie Y. For non-cohort programs – of those courses how do you determine waitlists and many sections are they offering? Is there a report that can generate 525, look at fill rates by section? Can we add more cohort sections from those that did not fill or under-enrolled? Is there a list of those classes historically?

- Oralee H. We need to think of what to do with politically sensitive data and how we use it. Both colleges should be able to pull part time faculty, determine their load and if there is space in a classroom.
- John O. We had to add a section recently (on a Thursday) and once the email was sent the class populated immediately. Wait lists are very useful. Is there a way for a student to see open classes after the first day of class? What about 8 and 12 week classes?
- Debbie Y. It would be helpful to have a system in place to contact students on waitlists past census.
- Can searches be conducted on quick fill classes and what is the cutoff?
- Steve B. How can a dean help with populating low enrolled classes?
- John O. How a class fills should be considered on how we schedule the next semester.
- Oralee H. Students test higher in spring, enrollment patterns need consideration

Beth Smith disseminated two handouts depicting Fall 2014 Registration Trends. One handout relates to the number registration days are open, the days of the week the class is offered, and the time of day for the class. There was some speculation that students wanted classes during the morning but many classes filled quickly after 1 p.m. The second handout relates to the course section, how many sections offered, and the number of registration days open. Beth suggested the next layer of data sets include enrollment priorities, what students are populating these classes.

### **Data Points**

Brian Nath reported that they are in the process of building a data warehouse. Potentially we can pull in other data sets. We could pull financial enrollment data wherein lots of data can be retrieved. Further they are working with consultants, giving them our collective data requests and information. We will be able to have mock data reports to fulfill the needs discussed here hopefully by spring. The mock data reports could then be reviewed for critique – see what is missing.

Chris Tarman suggested that data requests be sent to him so they have a better idea of what is truly needed for the mock reports. The consultants can layer in more information that overlays for user interface.

Comments made:

- Can we become more efficient to match classrooms to room size?
- Can we look at where we are adding sections back in by day and time?
- Comprehensive trending and sections reports are needed

Action Plan: Chris and Brian will bring a demonstration (mock reports) to this group.

It was further discussed that chairs and coordinators need different data sets for reports as a dean would need. Katrina suggested that the next scheduled meeting would be a great use of time for a

demonstration (mock reports). She stated that she will see that questions are crafted for Chris and Brian.

### **Necessary Reports**

It was discussed that the ability to provide snapshots, census, and enrollment priorities are imperative. When do you take out tier one and two – how to pull reports that reflect students who are dropped for non-payment. Another issue is math and English Accuplacer results before the semester starts. We could think on what might need to be added. Identify a time to collect the number of students and compare data from spring to spring, fall to fall.

### **Analysis**

Brian and Chris will bring back information and data request to compile mock reports.

The meeting adjourned at 5:10 p.m.