

## **Enrollment Strategies Committee Meeting Summary**

Monday, June 8, 2015  
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, Jim Custeau, Chris Hill, Oralee Holder, Tate Hurvitz, Brian Keliher, Lisa Maloy, Marsha Raybourn, Beth Smith, Aaron Starck, Renee Tuller, Paul Turounet, Katrina VanderWoude, Debbie Yaddow

**Absent:** Agustín Albarrán, Martha Clavelle, Zack Gianino, Mike Reese, Evan Wirig

**Guest:** Pam Deegan, Janet Gelb, Eric Lane, Laura Murphey, Brian Nath, Chris Tarman, Reyna Torriente

**Recorder:** Linda Daley

### **Enrollment Strategies Next Steps**

Pam Deegan said she and Katrina have been working on a plan for the future of enrollment management. They have been looking at fall and spring FTES and some of the variables. Non-resident students are included in the reported FTES numbers, but not in our cap. We had 168 FTES we were hoping to make up this summer and we will have up to 3% available for growth from the state next year.

Katrina and Pam looked at classes with lower fill rates and suggested we may want to consider replacing those classes with classes earning higher fill rates. Katrina added that it's all about balance; we need to review the data in an overarching manner, then at the individual classes before making decisions. Looking at the numbers is just one of the tools.

Katrina reported that our efficiency is now at 81% for the summer session.

Katrina shared that work is beginning with a small task force that includes Beth Smith, Shirley Pereira and Instructional Operations staff to conduct an assessment of our utilization of rooms.

### **Overview of Reports**

Brian shared a new report available to the deans that provides a contact roster of students that were waitlisted:

<http://reports/Reports/Pages/Report.aspx?ItemPath=%2fInstructional+Services%2fDeans%2fDeans+Waitlist+Contact+Roster>

Steve asked if the deans have access to a report that lists the students enrolled in a class. Brian responded that there is a report, but it is not accessible for the deans. Jim stated that it would be helpful for the deans to have access to the information and it would be helpful for them to be able to provide it to the department chairs. This would provide them with better communication tools. Brian said we need to consider the students receiving mixed messages. Brian said he would work with Aaron to determine if it would be feasible to make these lists available to the deans. Oralee shared that when a section is cancelled she is notified by her dean. She then creates an email and forwards it to the instructor to be sent to the students. When a class is cancelled A&R also sends out an automated message.

Brian made us aware of some additional reports:

- Home > Instructional Services > Facilities > Meeting Times by Room

Brian gave an example of rooms with a minimum cap of at least 20 and sections where the room cap or the section max is 15. He shared they are considering adding enrollment numbers both current and census to this report. He also suggested that a department filter might be good to add to make the report more useful to chairs and coordinators.

- Home > Instructional Services > Facilities > Room Section Detail

This report provides the building number, room number, room cap, section cap, active enrollment, xlist enrollment, census information, the section, the title and TA hours. When section caps and/or room caps are exceeded they are shown in red.

It was suggested that the enrollment numbers be moved to the left following the section cap. Brian said there will also be department and division filters added.

- Home > Instructional Services > Curriculum > WSCH-FTEF-FTES Analysis

This is our estimator of FTEF. The last page provides a summary by division. Brian said he would like to compare this current report with the previous years. The numbers reported do report the Non-Resident students. When you drill down on the report under course – the secondary classes fall under the primary class. IS is considering adding the actual section numbers for tied classes.

### **Preview of Data Warehouse Prototype**

Chris said he has been working with the vendor to finalize our data warehouse report. The report can be viewed at Home > Student Success Analytics > GCCCD EDDI POC. Chris qualified his presentation saying the data is not all correct at this point.

The report provides: Section (Primary Section, Title, # Sections), Schedule (Section Name, Instructor, Section Status, Section Start, Section End, Acct Method, Location, Primary Section, X-List Parent, Instr Method, Days of Week, Start Time and End Time), Catalog Values (Units, Weekly Hrs, Term Hrs), Assigned Workload (Sch Units, Pct Res, FT, OV, PT, FTEF), Enrollment (Capacity, Current, Census, Wait,

PA Hrs), Estimated and Effective Hrs, FTES Estimated (Credit, Non-Cr and Total), FTES Effective (Credit, Non-Cr and Total), Projected (% of Cap, WSCH/FTES, FTES/FTES).

A column for estimated hours needs to have determined what data will be reported.

Chris shared that effective enrollment will report different numbers depending on when the report is run. Before enrollment begins the number reflected will be historical. It will then freeze at census. Pam said this is helpful data to give us a better picture of what we can expect FTES will be.

The current filters are for the Term, College, Division and Department. Chris said it is likely they will be adding additional filters.

Brian asked if the historical data would include the faculty member in its determination. At this point it does not. Pam said that she has seen reports where it did and it was very helpful.

The meeting adjourned at 12:00 p.m.