



Districtwide Enrollment Management Advisory Committee Meeting

October 1, 2018

3:00 p.m.

Anaheim Campus Room 105

AGENDA

WELCOME & OVERVIEW

1. Introductions
2. Review of Committee Purpose & Membership
 - Discussion of New Members/Roles
3. 17-18 DEMAC Self-evaluation
4. Elect Co-Chair

SUMMARY

1. May 7, 2018 Summary
2. August 27, 2018 Summary (Joint meeting with DCC)

UPDATE ON ENROLLMENT

1. 17-18 Report; Fall 2018
2. Dual Enrollment Report

UPDATE ON NEW FUNDING FORMULA

1. Elements of the Formula
2. Simulations

SUBCOMMITTEES

1. Proposed Subcommittees for 2018-19
 - Implementation of Guided Pathways
 - Staying on the Path
 - Marketing, Outreach, & Recruitment
 - Onboarding
 - Targets & Measures
2. Volunteers for Subcommittees

NEXT STEPS

- 1.

FUTURE AGENDA ITEMS

- 1.

NEXT MEETING: November 5, 2018 at 3:00 p.m.



2018-19 District Enrollment Management Advisory Committee Membership

Member	Affiliation
Cheryl Marshall	Chancellor, Co-Chair
	Faculty Co-Chair
Mike Kasler	Interim Executive Vice President, Cypress College
Jose Ramon Nuñez	Vice President of Instruction, Fullerton College
Gilbert Contreras	Vice President of Student Services, Fullerton College
Martha Gutierrez	Dean of Instruction & Student Services or Program Director, NOCE
Tina King	Interim Dean of Instruction & Student Services or Program Director, NOCE
Dennis Davino	Dean of Instruction & Student Services or Program Director, NOCE
Katy Realista	Dean Representative, Cypress College
David Booze	Dean Representative, Cypress College
Albert Abutin	Dean Representative, Fullerton College
Richard Hartmann	Dean Representative, Fullerton College
Craig Goralski	Representative, Cypress College Academic Senate
Jeremy Peters	Representative, Cypress College Academic Senate
	Representative, Cypress College Academic Senate
Jennifer Combs	Representative, Fullerton College Faculty Senate
Dale Craig	Representative, Fullerton College Faculty Senate
	Representative, Fullerton College Faculty Senate
Jennifer Oo	Representative, NOCE Academic Senate
	Representative, NOCE Academic Senate
	Representative, NOCE Academic Senate
Dana Clahane	Representative, United Faculty
JoAnn Stehly	Representative, Adjunct Faculty United
Anna Marie Novisoff	Classified Representative, Cypress College
Laurie Triefenbach	Classified Representative, Fullerton College
Monica Gomez	Classified Representative, NOCE
Raine Hambly	Representative, District Management Association
(Position Vacant)	District Director, Information Services
Cherry Li-Bugg	Vice Chancellor, Educational Services & Technology
Fred Williams	Vice Chancellor, Finance & Facilities
(Position Vacant)	District Senior Research and Planning Analyst
	Student Representative, Cypress College
	Student Representative, Fullerton College
	Student Representative, NOCE

Districtwide Enrollment Management Advisory Committee (DEMAC)

Purpose

The purpose of DEMAC is to improve overall institutional effectiveness in student achievement and fiscal stability. DEMAC operates at a strategic level to focus on the effective and efficient execution of Districtwide enrollment management. DEMAC will inform the development of enrollment strategies to support student success and retention as well as the achievement of the District's annual enrollment goals. DEMAC works in the mode of evidence based decision making and helps to cultivate and promote a culture of evidence Districtwide.

Responsibilities

Through mutually beneficial collaboration, sharing of information and constructive dialog, the Districtwide Enrollment Management Advisory Committee makes recommendation for improved efficiency, consistency and coordination in enrollment management understanding and practices across the District. The Committee will:

- recommend a District definition of enrollment management;
- establish and maintain ongoing dialogue regarding Districtwide enrollment management to increase understanding of enrollment funding issues in a systematic, comprehensive manner;
- develop and/or promote Districtwide strategic enrollment management best practices;
- facilitate the coordination of Districtwide and college/NOCE enrollment management planning;
- recommend annual Districtwide initiatives that support the enrollment management plans of the colleges/NOCE;
- monitor Districtwide enrollment issues and develop recommendations for addressing issues;
- assess and recommend Districtwide policies and procedures as they affect enrollment management, student success, persistence, and retention;
- recommend Districtwide initiatives and enrollment management strategies to increase student success, persistence and retention;
- recommend Districtwide target marketing, outreach, recruitment, enrollment, financial aid and other strategies to stabilize or increase enrollment;
- assess Districtwide progress toward achievement of annual enrollment goals.

Membership

The Chancellor co-chairs the Committee with an appointed faculty member; the membership from the sites and constituency groups are as follows:

Executive Vice President, Cypress College
Vice President of Instruction, Fullerton College
Vice President of Student Services, Fullerton College
Dean of Instruction and Student Services and/or Program Director, NOCE (3)
Dean representative, two each from CC and FC
Faculty representatives, CC, FC, NOCE (3 each to be appointed by the Senates)
United Faculty representative (1)
Adjunct Faculty United representative (1)

Classified representatives, CC, FC, NOCE (1 each)
District Management Association representative (1)
District Director, Information Services
Vice Chancellor, Educational Services and Technology
Vice Chancellor, Finance and Facilities
District Senior Research and Planning Analyst
Student Representatives, CC, FC, NOCE (1 each)

Operating Procedures and Guidelines

The Committee meets monthly for 2 hours. Meeting summaries are prepared and distributed to Committee members.

Meeting ground rules for the Committee are as follows:

- Everything happens through conversation
- Everyone participate, no one dominate; Share the airtime
- Success depends on participation – share ideas, ask questions, draw others out
- Listen for understanding – inquire (ask) before you advocate (persuade)
- Listen for the future to emerge
- Seek consensus
- Disagree without being disagreeable
- Speak honestly
- Stay open to new ways of doing things
- Critique ideas, not people
- Be positive, non-judgmental and open to new ideas
- Treat everything you hear as an opportunity to learn and grow
- Articulate hidden assumptions
- Challenge cherished beliefs
- Staying on schedule is everyone’s responsibility; honor time limits
- Speak your truth, without blame or judgment
- Ask “what’s possible?” not “what’s wrong”? Keep asking
- Have fun!

Duration

This is a standing advisory group to the Chancellor and Chancellor’s Staff.

DEMAC 2017-18 Committee Self-Evaluation Summary

Total Respondents: 12

(8 Administrator/Manager/0 Classified/0 Confidential/4 Full-time Faculty/0 Adjunct Faculty)

Please indicate how often the committee's processes, interactions, and outcomes during the 2016-17 reflected each of the following characteristics:				
Characteristics:	N	%		NR
Collaborative: Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue.	9	75%	Almost Always	
	3	25%	Often	
	0	0%	Sometimes	
	0	0%	Seldom	
	0	0%	Almost Never	
	0	0%	Don't Know/No Opinion	
TOTALS	12	100%		0
Transparent: Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the District community	7	58%	Almost Always	
	5	42%	Often	
	0	0%	Sometimes	
	0	0%	Seldom	
	0	0%	Almost Never	
	0	0%	Don't Know/No Opinion	
TOTALS	12	100%		0
Evidence-Based: Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	3	25%	Almost Always	
	9	75%	Often	
	0	0%	Sometimes	
	0	0%	Seldom	
	0	0%	Almost Never	
	0	0%	Don't Know/No Opinion	
TOTALS	12	100%		0
Effective: Working properly and productively toward the committee's intended results	3	25%	Almost Always	
	6	50%	Often	
	3	25%	Sometimes	
	0	0%	Seldom	
	0	0%	Almost Never	
	0	0%	Don't Know/No Opinion	
TOTALS	12	100%		0
Efficient: Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner	2	17%	Almost Always	
	7	58%	Often	
	3	25%	Sometimes	
	0	0%	Seldom	
	0	0%	Almost Never	
	0	0%	Don't Know/No Opinion	
TOTALS	12	100%		0

Please indicate the extent to which you agree or disagree with the following statements about your service on this committee overall this year:				
Statements:	N	%		NR
I feel comfortable contributing ideas	9	75%	Strongly Agree	
	3	25%	Agree	
	0	0%	Disagree	
	0	0%	Strongly Disagree	
TOTALS	12	100%		0
My ideas are treated with respect, whether or not others agree with them	9	75%	Strongly Agree	
	3	25%	Agree	
	0	0%	Disagree	
	0	0%	Strongly Disagree	
TOTALS	12	100%		0
I have had sufficient opportunities to provide input into committee recommendations	8	67%	Strongly Agree	
	4	33%	Agree	
	0	0%	Disagree	
	0	0%	Strongly Disagree	
TOTALS	12	100%		0

Please rate the following aspects of the committee's work overall this year:				
Statements:	N	%		NR
Clarity of the committee's purpose	3	25%	Very Good	
	6	50%	Good	
	2	17%	Fair	
	1	8%	Poor	
	0	0%	Very Poor	
	0	0%	No Opinion	
TOTALS	12	100%		0
Quality of communication within the committee	6	50%	Very Good	
	5	42%	Good	
	1	8%	Fair	
	0	0%	Poor	
	0	0%	Very Poor	
	0	0%	No Opinion	
TOTALS	12	100%		0
Quality of the information flow from the committee to constituency groups	2	17%	Very Good	
	6	50%	Good	
	4	33%	Fair	
	0	0%	Poor	
	0	0%	Very Poor	
	0	0%	No Opinion	
TOTALS	12	100%		0

Quality of information flow from constituency groups to the committee	2	17%	Very Good	
	7	58%	Good	
	3	25%	Fair	
	0	0%	Poor	
	0	0%	Very Poor	
	0	0%	No Opinion	
TOTALS	12	100%		0
Quality of communications by the committee with the District community as a whole	0	0%	Very Good	
	8	67%	Good	
	4	33%	Fair	
	0	0%	Poor	
	0	0%	Very Poor	
	0	0%	No Opinion	
TOTALS	12	100%		0
Access to data needed for deliberations	2	17%	Very Good	
	7	58%	Good	
	3	25%	Fair	
	0	0%	Poor	
	0	0%	Very Poor	
	0	0%	No Opinion	
TOTALS	12	100%		0
Access to meeting space	9	75%	Very Good	
	2	17%	Good	
	0	0%	Fair	
	0	0%	Poor	
	0	0%	Very Poor	
	1	8%	No Opinion	
TOTALS	12	100%		0
Access to other resources needed for the committee to work effectively	2	17%	Very Good	
	7	58%	Good	
	3	25%	Fair	
	0	0%	Poor	
	0	0%	Very Poor	
	0	0%	No Opinion	
TOTALS	12	100%		0
Training or mentoring for you as a committee member	1	9%	Very Good	
	5	45%	Good	
	3	27%	Fair	
	1	9%	Poor	
	0	0%	Very Poor	
	1	9%	No Opinion	
TOTALS	11	99%		1

Establishment of expectations or norms for committee members and convener(s)	3	25%	Very Good	
	3	25%	Good	
	4	33%	Fair	
	2	17%	Poor	
	0	0%	Very Poor	
	0	0%	No Opinion	
TOTALS	12	100%		0
Adherence to expectations or norms for committee members and convener(s)	4	33%	Very Good	
	2	17%	Good	
	4	33%	Fair	
	1	8%	Poor	
	0	0%	Very Poor	
	1	8%	No Opinion	
TOTALS	12	99%		0

This committee's most significant accomplishment this year:

- It took on the task of overseeing the Winter Intersession conversations.
- A written plan for the future.
- Bring groups together to discuss Winter Intersession. Excellent leadership.
- Discussion of enrollment management strategies and desired outcomes.
- Review of FTES targets.
- I was only added to the committee a few meetings ago. I feel the time is effectively used and all input is respected and considered.
- That we met regularly and came up with a charge for next year that appears to address where we are heading as a district.
- Creating an open dialogue and addressing winter intersession.
- Getting the territorial interests in the same room to introduce topics of conflict.

Improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

- There needs to be more clear communication from the campuses to the committee and the committee to the campuses.
- More time to meet with subcommittees.
- Subcommittee work not well organized.
- More involvement of members of subcommittees.
- To reach closure on desired initiatives.
- More time to perfect processes – great start!
- Facilitation of subgroup work outside of DEMAC meetings.
- Subcommittees are tasked with hefty goals. We are all pretty busy and it's hard to add more to our workload. I'm not sure what the solution is to this, but I feel like I didn't do enough for this group and didn't reach the goals established/assigned to my subcommittee.
- Simplify.

Additional comments

- This is one of the best committees I attend. I love the conversations.
- None at this time.
- I enjoy serving on this committee! 😊
- Snacks!
- Cake at the last meeting of the year.

DISTRICTWIDE ENROLLMENT MANAGEMENT ADVISORY COMMITTEE

May 7, 2018

SUMMARY

MEMBERS PRESENT: Albert Abutin, David Booze, Jennifer Combs, Gilbert Contreras, Dennis Davino, Jolena Grande, Martha Gutierrez, Richard Hartmann, Cherry Li-Bugg, Cheryl Marshall, Lisa McPheron, Anna Novisoff, Jeremy Peters, Katy Realista, Bryan Seiling, and Laurie Triefenbach.

ABSENT: Santanu Bandyopadhyay, Gigi Blanche, Dana Clahane, Dale Craig, Monica Gomez, Vaniethia Hubbard, Deborah Ludford, Peggy Nunes, Jose Ramon Nuñez, Jennifer Oo, and JoAnn Stehly.

VISITORS: Nicola Perry and Kashu Vyas.

Chancellor Marshall called the meeting to order at 3:03 p.m.

SUMMARY: The summary of the April 2, 2018 meeting was approved as amended.

REVIEW OF COMMITTEE MEMBERSHIP – ADDITIONS, CHANGES, TERMS

Jolena Grande, DEMAC Co-chair, led a review of the DEMAC 17-18 committee composition and asked which members planned to return. During the discussion it was suggested that DEMAC consider adding the following individuals to its meetings: a PIO/communications position, the Cypress College scheduler, and to augment its representatives by functional areas like financial aid, information services, finance, research, and educational partnership programs.

There was also discussion on the possibility of having two-year terms for committee members to provide the necessary consistency required for DEMAC's work, and to consider staggering terms to avoid vacancies from occurring all at once.

DISCUSSION ON SUBCOMMITTEES FOR 2018-19

Co-chair Jolena Grande led a discussion on the proposed DEMAC subcommittees for the 2018-19 academic year. Members suggested merging some of the subcommittees to create new ones that included the following:

Guided Pathways Implementation & Best Practices

This subcommittee would serve to provide updates on campus guided pathways efforts and best practices, include campus steering committee member participation, provide updates related to the Anaheim Pledge, and include the North Orange Promise.

Marketing, Outreach, & Recruitment

This subcommittee would continue from 2017-2018 and include reports related to Strong Workforce marketing projects at both the local and regional levels.

Onboarding

This subcommittee would provide updates and share best practices related to increasing retention between the submission of an application and actual enrollment. Updates would also include the mobile app, MyPath (related to CCCApply), and Banner 9 implementation.

Targets & Measures

This subcommittee would establish targets related to the funding formula, determine the best measures for assessing progress (e.g., FTES, persistence, completions, fill rates, enrollment at census, WSCH/FTES, etc.), and work on reporting.

Completion & Retention (Staying on the Path)

This subcommittee would combine the instruction and student support areas to look at retention, scheduling, completion, and engagement components.

The five identified subcommittees will return for continued discussion in the Fall semester.

UPDATE ON WINTER INTERSESSION

Chancellor Marshall distributed a draft of a possible timeline for the winter intersession discussion that included dates, activities, and responsible parties. During the conversation, the committee discussed the length of the session being considered; the Chancellor making the final decision; concerns regarding one college being in favor and one being against; still needing additional information to make a decision; feedback from faculty and students; the impact of the changes in the new State funding model; the need to have concurrent research along with survey results; and the end of term processes that would be impacted by having an intersession.

In conclusion, Dr. Marshall asked everyone to review their calendars to schedule a final check-in meeting on Friday, August 31 and to inform financial aid staff about the final decision date changing from September 1 to September 30.

Q&A ON CBT ORGANIZATIONAL STRUCTURE REPORT

Chancellor Marshall fielded questions regarding the organizational structure report prepared by the Collaborative Brain Trust (CBT) that centered on the push to increase FTES without factoring in other community demands and needs for CTE programs, class size, and the recommendation to add an NOCE Vice President position. Some noted that the report would help the District to begin to have some necessary conversations due to the SERP and other factors, while faculty members expressed frustration with the poorly worded survey questions contained in the report.

COMMITTEE EVALUATION

Co-chair Jolena Grande requested that DEMAC members complete the committee evaluation instrument in order to provide anonymous feedback, and Chancellor Marshall thanked everyone for all of their work during the past year.

ADJOURNMENT: The meeting adjourned at 4:46 p.m.

NEXT MEETING: Fall 2018

DISTRICT CONSULTATION COUNCIL
August 27, 2018

SUMMARY

MEMBERS PRESENT: Josh Ashenmiller, Dana Clahane, Richard Fee, Craig Goralski, Manjit Grewall, Sharon Kelly, Cheryl Marshall, Tina McClurkin, Dawnmarie Neate, Arturo Ocampo, Kim Orlijan, Valentina Purtell, Irma Ramos, Greg Schulz, JoAnna Schilling, Bryan Seiling, Kai Stearns Moore, Ty Volcy, Fred Williams, and Marcus Wilson.

VISITORS: Albert Abutin, Joyce Carrigan, Jennifer Combs, Gil Contreras, Monica Gomez, Mark Greenhalgh, Richard Hartmann, Adam Howard, Victor Manchik, Jose Ramon Nuñez, Jeremy Peters, and Laurie Triefenbach.

Chancellor Cheryl Marshall called the meeting to order at 2:03 p.m.

CONSENT CALENDAR & SUMMARY

Consent Items: The agenda contained no consent items.

Summary: The summary of the May 21, 2018, meeting was approved as submitted.

STRATEGIC GOALS & PLANNING

District Consultation Council 2018-19

2017-18 DCC Self-evaluation: Chancellor Marshall led a brief review of the results of the 2017-18 DCC self-evaluation. Committee members expressed the need to communicate more broadly, and Dr. Marshall stated that she would attempt to send out a recap summary after meetings as her schedule allows.

Goals: After reviewing a copy of the 2017-18 DCC goals, the group recommended revising the goals for the upcoming year to include the Master Plan; back and forth communication with DEMAC; maximizing interventions in high impact practices and programs; capturing accurate data for each of the components of the new State funding formula; strategizing with regard to legislative advocacy; and adding a measurement of goals. Chancellor Marshall will present a draft of the 2018-19 DCC goals at the next meeting.

Membership: The committee reviewed the membership list; any revisions should be forwarded to the Chancellor's Office.

Meeting Schedule: During the review of the 2018-19 meeting schedule committee members agreed to the following: August 27, September 24, October 22, November 26, January 28, February 25, March 25, and April 22. The group agreed to cancel the December meeting (but leave it as an option if it becomes necessary), eliminate the May meeting, and conduct a June 24 meeting if needed.

Policy Review: Overview of Process for 2018-19: Chancellor Marshall stated that for the upcoming academic year, she would like to focus policy review on the following:

- Selection of up to ten policies for substantive review based on discussion in DCC and with the Board of Trustees. DCC would provide recommendations at the September 24 meeting, and those recommendations, along with those identified by trustees, would be discussed at the September 25 Board Policy study session.
- Board policy recommendations for discussion currently include:
 - BP 3900, Speech: Time, Place, and Manner – to address free speech
 - BP 6620, Naming of Facilities and Properties – due to the current construction program
 - BP 2745, Board Self-Evaluation – to change to an annual evaluation
 - BP 241, Board Policies and Administrative Procedures – to address Board involvement in policy development
 - BP 2740, Board Education – to address professional development
- Update all remaining policies and procedures with the appropriate legal language to ensure compliance with assistance from a CCLC consultant.
- Post all policies and procedures online to Teams to allow for input and comments in advance of meetings with a consolidated listing of comments to be shared with DCC. A demonstration of online posting will take place at the next DCC meeting.

In future years the District would follow the proposed schedule (originally shared at the April 23 DCC meeting) and conduct a substantive review by addressing one chapter per year. The goal would be to continuously improve the process for interaction and sustain regular progress on policy updates in order to address the accreditation finding and provide evidence for the mid-term report.

Subcommittees: After a brief discussion on the four subcommittees of the DCC – Council on Budget and Facilities (CBF), District Curriculum Coordinating Committee (DCCC), Institutional Effectiveness Coordinating Council (IECC), and the Technology Coordinating Council (TCC) – the consensus was that the body would like to continue to receive regular subcommittee updates. The DCC also requested to receive updates from the Districtwide Enrollment Management Advisory Committee (DEMAC) once a semester.

Anaheim Pledge/Promise Program Status Update

As of last week, the District has approximately 1,500 Pledge registered students, close to 2,000 with signed agreements, and the campuses have hosted summer activities and welcome events. The State budget includes funding for the promise programs that will almost cover the entire cost, but the District has also received \$80,000 in donations. District one-time money will be used to cover the cost of English and math textbooks for Pledge students.

Budget/Funding Formula Update

Fred Williams, Vice Chancellor of Finance & Facilities, distributed handouts that provided: 1) State information related to the new student centered funding formula and links for additional information; 2) the 2018-19 funding formula simulations; and 3) charts illustrating how the new formula is being calculated and its metrics. Vice Chancellor Williams stated that the simulations shared by the State still contains glitches and used 16-17 data, and that there has been no information on the FON number yet.

Winter Intersession and Next Steps

DCC and DEMAC committee members conducted a joint discussion on Winter Intersession to discuss the work and changes that have taken place since May 2018 and consideration of options in order to make a decision on whether or not to proceed with a pilot Winter intersession.

Important Changes

- The new funding formula is being implemented and will be based on 60% enrollment, 20% serving low-income students, and 20% performance metrics. NOCCCD will have “hold harmless” funds for three years and then will be funded based on MIS data submission.
- A United Faculty survey has not been conducted. It appears that faculty do not want to change the academic calendar; they do not want to end after Memorial Day, and want to keep spring break. Currently the calendar only leaves a 4-week break which will limit the courses that can be offered during an intersession.
- A faculty survey has been prepared and will be distributed to inquire about faculty interest in teaching during an intersession given its length and which classes they would teach.
- There is a significant decline in enrollment in summer and fall registration to date. The targets set in DEMAC are not changing, but there is concern. Enrollment in pre-transfer level math and English courses has also declined.

Guided Pathways

- Winter could play a role in helping to retain students and/or make progress on their educational plan.

Cost and Impact

- **Financial Aid**
 - Impact on the grade submission timeline in order to determine satisfactory academic progress including pre-requisites.
 - The financial aid award would need to be combined with fall or spring and there could be an impact on staff holidays for spring disbursement.
 - The programming Banner would need to take place beginning in October.
- **Facilities**
 - If Winter starts the first day after the break, there is impact on doing inspections and equipment startup which usually takes place during the holiday break.
 - Careful planning would be needed to schedule deep cleaning and maintenance that is typically done during the same time period.
 - One strategy would be to limit the number of buildings that are operational during the intersession.
 - Vacation and work schedules for facilities and M&O staff would be impacted and some overtime would be required (approximately 5-10%).
 - Cost estimates range from \$15,000 to \$20,000 districtwide with an additional cost estimate ranging from \$7,500–10,000 for additional supplies.
- **Health Center**
 - A session of at least 4 weeks does allow for an additional fee to students,

- Some employees would need to move from 10 or 11-month contracts up to 12 months with cost estimates that are up to \$100,000.
- Additional lab and supply costs would be incurred with cost estimates are up to \$10,000
- **Counseling**
 - Banner 9 implementation is beginning in Fall 2018.
 - Many counselors are usually scheduled to be off in January, and there could be a cost impact for additional days or for adjunct faculty.
- **Library/LRC**
 - Some 10 or 11-month employees would need to be extended.
 - Additional tutoring costs (approximately \$10-\$12 per hour).
 - Estimated costs district-wide: \$33,000–37,000.

Discussion on a 4-Week Winter Intersession and a 10-Week Summer Session

The lengthy discussion on piloting a 4-week Winter Intersession and/or a 10-week Summer Session included the following points:

- The original premise for offering a winter intersession shifted due to the State funding formula. Now the District needs to consider how an intersession fits into guided pathways plans, and how students who cannot take more than 12 units might pick-up an extra class during intersession which would affect student success indicators and timely completion.
- Faculty stated that it is pedagogically ridiculous for a student to take a course, and for faculty to teach it, with the necessary time requirements.
- Instructors can do a lot in four weeks, but they cannot teach classes due to in-class and out-of-class commitments because there are not enough hours in the day. The majority of classes cannot be taught; some yes, but most no.
- The dialogue has changed since the initial intersession conversation began. An intersession doesn't make sense with a 4-week parameter. Perhaps boost type classes in preparation for Spring could be offered, but not courses that were originally envisioned to increase FTES.
- While some faculty were in favor of a 4-week intersession, others were not due to the lack of information available and suggested looking at making the summer session offerings more robust.
- CSEA voiced concern on the impact an intersession would have on classified staff who would be required to come in during a period that they might normally be off.
- Confidential staff expressed uncertainty on how that would impact the processing of employees in Human Resources.
- Adjunct faculty would be interested in a pilot Winter Intersession.
- Others suggested not separating the winter and summer options, and doing both in order to offer boost type two-week courses, workshops, and classes that might encourage attendance.
- There was a suggestion to offer online courses which could do very well in an intersession and might attract students from the CSU system.
- Would it even be possible in 2020 to have a 4-week intersession? A February 1 Spring semester start date would end the semester on May 29.
- Would the small handful of classes that can be offered in four weeks be enough to help students? Maybe we don't need all that and should do it in 2-3 weeks?

- Consider a 10-week summer session that would allow for two 5-week sessions that are back-to-back.
- There might be a challenge for sequential classes if doing back-to-back summer sessions.
- Would taking an extra class in the summer cause students to lose financial aid?
- A 10-week summer session would allow for 6-week or 8-week classes with a larger window to work with.
- Parents are usually supportive of varied schedule to allow for vacations, etc.
- Expanding the summer session wouldn't be as disruptive because it would not include adding an entire new term to allow for the winter intersession.
- Suggestions to model the CSU system schedule to capture missed enrollment opportunities.

Chancellor Marshall concluded the discussion by asking the group to vote –in a non-binding poll– for one of the following options based on the information available at this point in time:

- Offer a Winter Intersession Pilot in January 2020 – 8 votes
- Offer an enhanced Summer Session to achieve the same goals – 19 votes
- Make no changes (no Winter Intersession and no changes to summer) – 1 vote

Dr. Marshall asked everyone to continue to send information to her (no later than Monday, September 10) and that she would consider everything and make a decision within the next few weeks.

ADJOURNMENT: The meeting adjourned at 4:09 p.m.

NEXT MEETING: September 24, 2018



Proposed DEMAC Subcommittees for 2018-19

Implementation of Guided Pathways

- Provide updates on GP at each campus and share best practices
 - Ideally, representatives from campus steering committees would attend or become members of DEMAC
- Provide updates and share lessons learned on the implementation of the Anaheim Pledge, the Fullerton Educational Partnership and the North Orange Promise

Deliverables: 1) Communication with campus committees, 2) Recommendations for process improvements and best practices

Staying on the Path

- Share best practices and make recommendations on strategies for retention and engagement including integration of support services, degree audit, early alert, etc.
- Share best practices and make recommendations for effective scheduling (e.g., meeting student demand, use of ed plans, annual schedules, grouped courses, room use, etc.)

Deliverables: 1) Investigation of best practices for retention and recommendations for expansion, 2) Recommendations for scheduling practices

Marketing, Outreach, & Recruitment

- Provide reports on the SWP marketing projects at the local and regional levels
- Develop strategies for coordinating outreach efforts and materials

Deliverables: 1) Recommendations for coordination and collaboration

Onboarding

- Provide updates, share best practices, and make recommendations for increasing retention between the submission of an application and actual enrollment
- Provide updates regarding the mobile app, share lessons learned, and make recommendations for next steps
- Provide updates on the piloting of CCC MyPath and share lessons learned
- Share updates on Banner 9 tools for onboarding and recommend ways to be more efficient with onboarding students

Deliverables: 1) Recommendations for process improvements and best practices

Targets & Measurements

- Establish targets related to the new funding formula and determine the best measures for assessing our effectiveness (e.g., FTES, persistence, completions, fill rates, enrollment at census, WSCH/FTES, other funding formula metrics, etc.)
- Make recommendations on reporting and dashboards

Deliverables: 1) Recommendations on metrics for measuring effectiveness, 2) Recommendations for meaningful reports and dashboards