

ENROLLMENT MANAGEMENT MEETING

Tuesday, March 6, 2007

10:00-11:30 a.m.

YCCD Conference Room B

Present: Jane Chawinga, Shawna Cramton, Cynthia Fuhr, Dennis Gervin, George Railey, Rich Rose, Teresa Scott (Chair), Kathleen Silva, Carrie Sampson (recorder)

Absent: Richard Jaspar, Bob Nadell, Brenda Robert, Gina Rose, Susan Vegter-Slape, Diane Wirth

Teresa Scott asked if there were any changes to the summary notes of the October 13, 2006, meeting. There were none.

FTES Update 2006-2007

Jane distributed a comparison of actual and projected FTES for both MJC and Columbia. Jane said Columbia College has made good progress. Her calculation shows a possible 2.72% growth. Dennis stated that his calculations are more conservative with an expected 1-2% growth. Jane mentioned that Columbia's Daily Census FTES are down quite a bit; however, the Weekly Census FTES are up slightly. She said the headcount for Spring 2007 is down. Columbia's Summer 2007 sections are not in the system yet. Dennis said the agency classes will be in once a replacement for Pete Daly, who recently retired, has been hired.

Jane reported that MJC's FTES are projected to remain flat. However, they are down about 36 sections for Early Start Summer 2007. This is a reduction of 23%. She said a number of these courses are math classes which are usually high FTES earners. Rich said that he had instructed the divisions to cut back 10% from low enrolled classes for the summer in order to reduce costs. Jane said that while some daily sections were cut, a number of Independent Study classes were also cut, which is a reduction in sections but not in cost. With regard to the science and math classes, Rich said that typically these classes are not easily offered during the short five-week session because of the lab time required. Jane said that as long as first census occurs prior to June 30, the college will have the option of rolling FTES either way. Dennis said that SME faculty have courses that are written for six or eight week sessions. He remarked that, in his opinion, it would be possible to condense certain math classes to fit the shorter Early Start Session. There was also discussion concerning the problem of instructors for these classes. Many full-time faculty are unwilling to teach a five-week summer session, and it is difficult to find qualified adjunct. Rich said he would follow up with SME Dean Mike Torok to return some math classes to the Early Start schedule, with adjunct faculty if necessary. George said that he would check to see that the divisions actually did reduce their daily sections by 10%, excluding the cut Independent Study sections. It was noted that this may be a learning process for the division deans on how to cut sections in a cost effective way.

Enrollment Management Strategies

George reported on strategies being used by MJC to increase enrollment. He said Student Services is studying student retention. They are researching space utilization and preparing the schedule one year in advance. There are plans to incorporate more late start classes into the schedule. They have developed a list of needs and a timeline. They plan to have a retreat to develop a comprehensive enrollment plan. George said he recently attended an enrollment planning conference in Phoenix, Arizona, which included both public and private colleges. Dennis added that space utilization is an important element. Spreading our current class offerings over a five-day week, including Fridays, should also be explored.

Next Meeting

There was no discussion of when to hold the next meeting.