

Enrollment and Student Services Council
January 23, 2020
Meeting Minutes

Attendees: N. Arnone, C. Baer, V. Beache, J. Burnett, Dr. D'Ambrisi, K. Hammond, Dr. Hendrickson, B. Kirkpatrick, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, R. Rohan, Dr. Rothstein, C. Scheetz, D. Schoenenberger, T. Thorn, Dr. Warner, R. Westmeyer, S. Willard

Excused: D. Bittorf, K. Crawford, J. Hite, J. Mankins III, B. Saunders

Minutes submitted by T. Nedimyer

1. **Spring 2020 Enrollment & Deregistration**
2020 spring credit headcount is currently down 4.0% in comparison to last year. Total FTE numbers are down 1.4% from last year. Returning student numbers are also down 5.7%, while new student numbers are up 12.6% currently. S. Willard reported that we are closing the gap on enrollment, and numbers are up from the last EMR. Dr. Ohl-Gigliotti informed the group that other schools in the MACC have later spring starts, and only two schools have reported. The group was informed that as of 1/22/20, 36 students are on the self-pay de-registration list, and this number is trending downward.
2. **Outcomes Assessment**
Currently Dr. Rothstein, C. Ranalli, and Dr. Warner are in the process of revising Institutional Student Learning Outcomes.
3. **Formalizing Preferred Name Change process in Ellucian**
Dr. Ohl-Gigliotti stated requests have been received for students to change their name on class rosters to their preferred name, therefore a more formal process needs to be developed. Dr. Ohl-Gigliotti informed the group that on January 29, 2020 from 2:00-3:00pm in STC-141, a meeting will be held to discuss and develop a formal preferred name change process. Dr. Ohl-Gigliotti stated that she would like to have this process developed by summer.
4. **Student Academic Planning Roll out to All Students- update**
M. Martin informed the group that there are good features with self-service but, there are some issues that need to be worked out with IT before it is fully rolled out. M. Martin feels that WebAdvisor is still more efficient when scheduling students than self-service at this point. M. Martin is also concerned that when transitioning from WebAdvisor to self-service, existing students using WebAdvisor may become lost. M. Martin stated that he would like to teach new incoming fall students how to use self-service. Dr. Warner would like to put a date on the transition from WebAdvisor to self-service.
5. **CRM decision and timeline**
S. Willard informed the group that a decision has been made to go with Ellucian. S. Willard also informed the group that Ellucian representatives will be onsite on May 18th, 2020 for training.

6. **Sat, April 4, 2020 Open House**
More details will be discussed at future meetings.
7. **On Campus ESSENCE – break off group meeting update discussion**
Dr. Ohl-Gigliotti stated that a group will be formed to discuss and solve, reoccurring issues with ESSENCE billing, and create a better experience for all involved.
8. **Revisiting the “Learning Community”**
Dr. Warner informed the group that we are currently working to reestablish partnerships with WCPS as they were several years ago. Dr. Warner also stated that meetings have been held with WCPS.
9. **Discussion “Faculty advising required @ 15 credits”**
C. Baer suggested rewording the proposed mandatory “faculty advising” at 15 credits to mandatory “advising” at 15 credits if implemented.
10. **Additional Agenda Items**
How will the new Exercise Science and Health Degree effect other departments?

Future Meetings

Next ESSC Full Group Meetings: Feb 6, Mar 5, Apr 2, Apr 30, May 28

Next ESSC Recruitment & Retention Meetings: Feb 20, March 19, April 16, May 14

cc: D. Bittorf, Dr. Klauber, J. Childs, V. Ippolito, T. Shank