

Enrollment and Student Services Council

June 25, 2020

Meeting Minutes

Attendees: M. Cepeda, K. Crawford, Dr. D'Ambrisi, C. Hart, Dr. Hendrickson, B. Kirkpatrick, M. Kugler, T. Nedimyer, Dr. Ohl-Gigliotti, C. Ranalli, R. Rohan, Dr. Rothstein, D. Ryan, C. Scheetz, D. Schoenenberger, T. Shank, T. Thorn, Dr. Warner, R. Westmeyer, S. Willard

Excused: N. Arnone, C. Baer, V. Beache, D. Bittorf, J. Burnett, K. Hammond, J. Mankins III, M. Martin, J. Mentzer, L. Montgomery, B. Saunders

Minutes submitted by T. Nedimyer

1. Review of credit and non-credit enrollment – summer & fall

2020 summer credit headcount is down 4.0%, as total FTE numbers are down 3.8% from last year. 2020 fall credit head count is currently down 40.9% in comparison to last year, as total FTE numbers are down 40.4% from last year at this time. K. Crawford informed the group that they will be reaching out to 2020 high school graduates via text, email, and postcards. K. Crawford hopes that by reaching out to these students they will understand that fall courses will not only be offered online, but in a variety of formats. K. Crawford also noted that prospective students from the past 2 years are also being reached out to. D. Schoenenberger inquired if the students that are being contacted are asked if that are interested in two year degrees, if not, are they being informed of non-credit options. K. Crawford explained that students are being made aware of all options. K. Crawford continued by stating that he is making a big push for Maryland Promise, and not enough students are taking advantage of this opportunity. T. Shank noted that non-credit students are also eligible for Maryland Promise. Dr. Ohl-Gigliotti suggested adding an email address to the outgoing postcards that students can contact for Maryland Promise information and assistance. K. Crawford agreed that adding an email address for Maryland Promise assistance to the postcards is a good idea.

2. Other Updates

Dr. Rothstein updated the group that all Accuplacer testing is being done via Zoom proctoring, and estimates around 30 tests are completed each week. Dr. Rothstein also noted that students can schedule a time to take tests by going to the Testing Center section of the HCC website.

C. Hart informed the group that students have been scheduling both phone and in person advising appointments. C. Hart also noted that the advising schedule has been packed. K. Crawford stated they are working on removing advisor holds on students with 3.0 GPAs so they are able to register themselves. K. Crawford further stated that he does not anticipate any issues when the holds are removed.

Dr. Warner informed the group that another planning meeting will be held Monday to determine who else may be coming back to work on campus. Dr. Warner also stated plans will be reviewed for fall to ensure that student needs will be able to be met when returning to campus. Dr. Rothstein added that no final decisions have been made on the guidelines for when or where masks should be worn on campus. Dr. Ohl-Gigliotti emphasized that planning to ensure that student needs will be able to be met is critical as this could impact enrollment.

T. Shank updated the group on the upcoming Leadercast event. T. Shank noted that the event will be held in an online format, and around 100 people have registered for the event with various

sponsors participating. T. Shank also informed the group that Con-Ed is slowly bringing back some of its face to face classes such as real estate and motorcycle safety courses. T. Shank also noted that Con-Ed is working through how they are going to schedule face to face classes to ensure they are following social distancing guidelines. T. Shank also stated that Con-Ed staff have returned to the Valley Mall location, and the hall bathrooms are now able to be accessed. T. Shank noted that the offices are open from 8am to 7pm due to limited mall hours of operation. T. Shank stated she is pleased with how well Drivers Ed classes have transferred from face to face to online formats. T. Shank further stated that these students still need to complete their behind the wheel training.

3. **Fall 2020 Class Format Updates**

Dr. Rothstein informed the group that currently fall 2020 class formats are being refined. Dr. Rothstein further stated that class format definitions are being reviewed so that they may be easier for students to understand. Dr. Warner emphasized that this planning period is vital to ensure that we are able to offer what we are saying we are going to offer to students in the fall. D. Schoenenberger inquired that if a class is offered on Mondays and Wednesdays, are we requiring students to be present for class on specific days? Dr. Rothstein stated that this will be up to the faculty member to decide, but faculty members should be available both days that the class is offered. R. Westmeyer stated that she has sent surveys to her students asking which day they would prefer to attend class.

Dr. Ohl-Gigliotti informed the group that the STEM festival will not be in person this year, but alternative ways to still have the event are being discussed. Dr. Ohl-Gigliotti mentioned the possibility of “STEM in a Box”, where participants would receive a prepackaged box of activities to complete while following YouTube instructional videos. Dr. Ohl-Gigliotti stated that the activities to be packaged in the box will be discussed in early July. Dr. Ohl-Gigliotti suggested that adding a flyer for next year’s College for Kids to the activity box may be a prime marketing opportunity.

In closing R. Westmeyer stated that this would be her last ESSC meeting and that Daniel Ryan will be taking over. Dr. Warner thanked her for her service.

Future Meetings

Next ESSC Recruitment & Retention Meeting: July 9

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