

Enrollment and Student Services Council
February 3, 2022
Meeting Minutes

Attendees: A. Auldridge, N. Arnone, J. Bachtell, C. Baer, V. Beache, J. Burnett, K. Crawford, Dr. D’Ambrisi, K. Hammond, Dr. Hendrickson, B. Kirkpatrick, M. Kugler, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, Dr. Renninger, R. Rohan, D. Ryan, Dr. Scheetz, D. Schoenenberger, J. Seiler, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner, S. Willard

Excused: D. Bittorf, S. Lietuvnikas, J. Mankins III, T. Shank

Minutes submitted by T. Nedimyer

1. **January 20th minutes review/approval**

The January 20th ESSC meeting minutes were approved as written.

2. **Technology discussion related to enrollment & retention**

J. Seiler reminded the group that a meeting has been scheduled with Ad Astra to go over the classroom scheduling software on February 3rd, and noted the contract to purchase the software has been signed. Dr. Warner informed the group that the Ad Astra classroom analytic tools will not be purchased at this time, but noted it’s possible they may be purchased in the future. J. Seiler also updated the group that he has tested the subroutine for Retention Alert, and noted he is currently working through a security issue that will not allow him to create cases. J. Seiler informed the group that a kick off meeting was recently held with ConexED, and noted that he is working on setting up departments at this time. J. Seiler further stated another meeting has been scheduled with ConexED for February 3rd.

3. **Winter & Spring Enrollment**

D. Schoenenberger updated the group that so far 388 students have enrolled for Adult-Ed spring classes, and noted this number includes non-unique students. D. Schoenenberger further stated that she expects a few more students to register for spring classes over the next few days, and noted this spring’s enrollment has been the highest enrollment Adult-Ed has seen for spring in a while. D. Schoenenberger also informed the group that PALS has a partnership with WCPS specific schools that have been identified as Community schools to offer ELL classes to parents of students attending WCPS. Dr. Warner inquired if there are pathways currently set up for ABE students to move into credit classes/career pathways after ABE courses have been completed. D. Schoenenberger stated that M. Grahl works with higher level students on a case-by-case basis and connects them with A. Auldridge, K. Crawford, and Dr. Scheetz. D. Schoenenberger further stated it may be a good idea to have A. Auldridge, K. Crawford, and Dr. Scheetz meet with ABE students in class to go over their options for after they have completed ABE courses. D. Schoenenberger also informed the group that the mailing recently sent out to identify potential ESL students has started to see results, as she has had many students stop by with card in hand asking for class information. D. Schoenenberger also took the time to thank J. Seiler and S. Lietuvnikas for their help in streamlining many of Adult-Ed’s processes.

K. Crawford updated the group that headcount and FTE numbers are flat at this time, and noted he was able to register a few ESSENCE students at the high schools over the last week. K. Crawford further stated that students in the high schools have until February 25th to register for ESSENCE classes. K. Crawford also added that he believes enrollment numbers may end up

being flat for the spring semester, and noted he is not seeing many students inquiring about late start sessions at this time.

The group had a brief discussion regarding when late start courses should become available for students to register. D. Schoenenberger suggested opening registration for late start courses after earlier starting courses have begun, as she believes late start courses should primarily be for students who missed out on registration for earlier starting sessions. D. Schoenenberger further stated fifteen week courses are ideal for Dev-Ed students, and noted late start courses are offered for Dev-Ed students once fifteen week courses have started. Dr. Warner stated he would like to take a look at enrollment numbers for late start sessions first, as there may be some students who only prefer to take late start courses. Dr. Warner asked K. Crawford and M. Kugler to pull enrollment data for late start courses if possible. On an unrelated note, Dr. Ohl-Gigliotti stated she will look into the decision that was made regarding student refunds during a previous Shared Governance meeting, and noted she will report to the group once she has an update.

4. **Plans for FEB-April calendar regarding Advising**

M. Martin informed the group that prior to winter break he had worked with A. Auldridge and K. Crawford to draft a faculty advising calendar for February through April, and briefly went over the draft with the group.

5. **Self-Service Discussion: Prompt for Drop Reason**

Tabled

6. **Update on Retention data**

Tabled

7. **Ad Astra demonstration @ 10:00pm**

N/A

Future Meetings

Next ESSC Recruitment & Retention Meeting: February 17

cc: Dr. Klauber, V. Ippolito