

Enrollment and Student Services Council
March 17, 2022
Meeting Minutes

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

Excused: D. Bittorf, Dr. Hendrickson, J. Mankins III, Dr. Poole, T. Thorn, S. Willard

Minutes submitted by T. Nedimyer

1. **March 3rd minutes review/approval**

The March 3rd ESSC meeting minutes were approved as written.

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

J. Seiler updated the group that the kickoff meeting for Ad Astra was recently held on March 9th, and noted the implementation of Ad Astra will be in five phases over twenty-four weeks. J. Seiler further stated a meeting to review classroom data for Ad Astra has been scheduled for March 17th. T. Shank inquired if Ad Astra will give priority for specific rooms that divisions frequently use. S. Lietuvnikas stated there will be coordinators for specific rooms on campus just as there are now. J. Seiler also updated the group that he is working on a subroutine in Retention Alert to assign cases to Retention Specialists. *Dr. Ohl-Gigliotti inquired if Retention Alert will be able to pull in non-credit information. S. Lietuvnikas stated that it is possible for non-credit information to pull into Retention Alert, but noted non-credit programs will need to be built similarly to how credit programs are setup in Datatel.* J. Seiler informed the group that preliminary trainings for ConexED have been completed, and noted that additional training can be provided by contacting ConexED. J. Seiler further stated that the verbiage for the ConexED knock on door feature is currently in the works, and noted that departments have set up their associated intake forms. J. Seiler also stated he believes the rollout date for ConexED will be June 1st. M. Martin asked that Quotely software be added to the next ESSC meeting agenda for discussion.

3. **Winter & Spring Enrollment**

T. Shank briefly updated the group that Con-Ed will be doing more contract training for various companies, and noted that CNA and Phlebotomy courses will be starting in April. T. Shank further stated that scholarships are available for CNA and Phlebotomy students. T. Shank also noted that it may be beneficial to start inviting program managers to attend ESSC meetings.

D. Schoenenberger noted that she does not have any major updates for the group, but noted she recently had a meeting at a middle school to discuss the potential to offer ELL courses as a part of our current partnership with WCPS.

K. Crawford updated the group that registrations for spring are pretty much done, and noted that overall he feels we had a solid spring semester. A. Auldridge added that having students meet with a Retention Specialist to completely withdraw from classes has been a really positive experience thus far.

Dr. Warner informed the group that he will be meeting with G. Willow of WCPS to discuss dual enrollment and credit pathways, and noted that he will be providing him a binder that outlines

Middle College and credit pathways. Dr. Warner further stated in the near future he would like to present G. Willow with a similar binder that outlines Con-Ed pathways/programs. T. Shank stated that G. Willow is aware of the available Con-Ed programs, and noted that programs can be built based on the needs of WCPS.

4. **Update – Retention Specialist assignments by academic division**

A. Auldridge reminded the group that Retention Specialists will no longer be assigned to students by birth month, but by their division.

5. **Update – Transfer Services Coordinator role and transfer events**

M. Martin walked the group through the various transfer events planned for the spring which include transfer fairs, lobby visits, one on one appointments, transfer workshops, etc. Additional information on transfer events planned for spring can be found on the spring semester initiatives document that was distributed to the group.

6. **April 4th – Summer & Fall Credit Course Registration & Advising Plans**

M. Martin walked the group through the advising and registration plans for the summer and fall semesters, and noted March will be used as an advising month, and April will be used as a registration month. Additional information on advising and registration plans for the summer and fall semesters can be found on the spring semester initiatives document that was distributed to the group.

7. **Open House – Sat, March 26th from 10am-1pm**

Dr. Ohl-Gigliotti updated the group that she is in the process of putting the finishing touches on the open house, and noted the layout of the event will be the same as it was in 2019. Dr. Ohl-Gigliotti further stated the doors to the Student Center will open at 9:00am for set up, and guests will start arriving around 10:00am. Dr. Ohl-Gigliotti also noted the Western Maryland Consortium will have a table set up at the open house, and reminded the group to please ask faculty that will be attending the event to park in lot P.

8. **MD Promise Outreach to students completing FAFSA by March 1st**

Dr. Ohl-Gigliotti informed the group that postcards will be sent out to students that are on the June 1st MHEC list, and noted the postcards will be followed up with phone calls. Dr. Scheetz stated he would like to share with the group the report he pulled for students that completed the FAFSA, were Pell eligible, and never registered for classes at the next ESSC meeting.

Future Meetings

Next ESSC Recruitment & Retention Meeting: March 31

cc: Dr. Klauber, V. Ippolito