

Enrollment and Student Services Council

March 31, 2022

Meeting Minutes

Attendees: A. Auldridge, N. Arnone, J. Bachtell, C. Baer, V. Beache, K. Crawford, Dr. D'Ambrisi, V. Gratton, Dr. Hendrickson, B. Kirkpatrick, M. Kugler, S. Lietuvnikas, 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, Dr. Warner, S. Willard

Excused: D. Bittorf, J. Burnett, K. Hammond, J. Mankins III, M. Martin, T. Shank, T. Thorn

Minutes submitted by T. Nedimyer

1. **March 17th minutes review/approval**

The March 17th ESSC meeting minutes were approved as written.

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

J. Seiler informed the group that the draft room file for Ad Astra has been completed, and noted he plans to review it one more time before the data is imported. J. Seiler also clarified that the room file data being imported into Ad Astra can be edited, but it is best to get the room file as accurate as possible before uploading. J. Seiler further stated he believes Ad Astra will be available for use for the 2022 fall semester. J. Seiler updated the group that a meeting was held with Ellucian to determine a hierarchy in Retention Alert for assigning cases to Retention Specialists. J. Seiler also noted a parameter will be developed to address when Retention Specialists leave the college, and noted he expects Retention Alert to be fully implemented by the 2022 summer semester. J. Seiler updated the group that departments are continuing to work on roles and intake forms in ConexED, and noted meetings will soon be set up to work on calendar features. J. Seiler further stated he believes the rollout date for ConexED will be in early June. J. Seiler briefly updated the group that an email was recently sent to our Quottly representative to obtain additional information.

3. **Winter & Spring Enrollment – Final Update**

D. Schoenenberger briefly updated the group that Adult-Ed is beginning a new partnership with the Memorial Recreation Center, and noted Home Depot will be renovating a classroom where classes will be run. D. Schoenenberger also informed the group that a career information session was recently held, and noted about thirty students were in attendance.

K. Crawford updated the group that enrollment is about the same as reported at the previous ESSC meeting. A. Auldridge informed the group that we have made it to the end of withdraws for the spring, and noted a survey has been sent to students who fully withdrew. A. Auldridge further stated that K. Crawford will be following up with students who completely withdrew from classes and completed the survey. A. Auldridge also noted that she is starting to get busier with advising appointments for summer and fall classes.

4. **Five-year credit enrollment report for fall and spring credit**

K. Crawford informed the group that he is working with PIE to determine how credit enrollment was impacted as a result of moving Medical Assisting, Phlebotomy, Paramedic, and CNA programs from credit to non-credit.

Dr. Warner provided the group with a brief update on the dual enrollment/credit pathways discussions he has been having with G. Willow, and asked that Kirwan be added as an agenda item at a future ESSC meeting.

5. **Open House – Sat, March 26th Review & 2023 Date Setting**

Dr. Warner informed the group that the open house went great, and thanked everyone who helped organize and participate in the event. Dr. Warner further stated that fifty staff were present for the event, 175 guests attended the event, and twenty-five student cards were filled out to capture student data. Dr. Ohl-Gigliotti added that she would like to start planning for the next open house, and noted she is working on upgraded signage, and that coaches should be invited to attend the next open house. Dr. Ohl-Gigliotti also suggested the idea of setting up another open house for early June to prepare students for the fall semester. Dr. Warner noted to add the topic of holding a June open house on the next ESSC meeting agenda. A. Auldridge noted that she was able to meet with students at the open house to set them up to register for classes, but students were unable to actually register for classes as the student registration date had not yet occurred. A. Auldridge further stated that moving the next open house to a date after registration has opened may be worth looking into so students can register for classes at the open house. Alternatively, it was suggested to move the veterans and all student registration dates earlier, and keep the open house date the same. Dr. Renninger noted that she will look into the impact of moving the veterans and all student registration dates earlier so students can register for classes at future open houses.

6. **2021 FAFSA completers who did not attend**

Dr. Scheetz shared the report on 2021 students who completed a FAFSA and never registered for classes with the group. Dr. Scheetz informed the group that 253 students completed a FAFSA and never registered for classes, and noted the average GPA of these students was around 2.8. Dr. Scheetz further stated the average EFC for these students was about 434, and noted majority of the tuition for these students would have been covered by Pell Grants. Dr. Ohl-Gigliotti inquired if it is possible to identify who these students are so we could reach out to them. M. Kugler stated that we should be able to identify these students through the clearing house, and noted she will work with Dr. Scheetz to obtain this information. Dr. Warner added that 253 students would have a significant impact on enrollment, and agreed that we should attempt to identify these students.

Future Meetings

Next ESSC Recruitment & Retention Meeting: April 14

cc: Dr. Klauber, V. Ippolito