

Enrollment and Student Services Council
September 16, 2021
Meeting Minutes

Attendees: A. Auldridge, N. Arnone, J. Bachtell, C. Baer, V. Beache, 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, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner, S. Willard

Excused: D. Bittorf, J. Burnett, J. Mankins III, T. Shank

Minutes submitted by T. Nedimyer

1. **September 2nd minutes review/approval**

The September 2nd ESSC meeting minutes were approved as written.

2. **Fall Enrollment**

D. Schoenenberger reminded the group that Adult-Ed fall classes begin September 20th, and noted so far around 150 students have enrolled. D. Schoenenberger further stated she estimates she will have around 200 total students enrolled for fall. Dr. Ohl-Gigliotti inquired how do pre-Covid session one enrollment numbers compare to this year's session one enrollment numbers. D. Schoenenberger stated this year's session one enrollment numbers were forty percent higher than the previous year's session one enrollment numbers, and noted now the challenge is focusing on retention. D. Schoenenberger also informed the group that she is working on digitizing their new student intake process, and mentioned that in the near future Adult-Ed may start advertising in Spanish in addition to English. B. Kirkpatrick also noted a translation feature has been added to the bottom of the HCC website for non-English speaking students. Again D. Schoenenberger took the time to recognize the Adult Literacy Services team for the great job they have been doing.

K. Crawford informed the group that fall credit headcount is currently down 0.3%, and total FTE is down 2.9% from last year at this time. K. Crawford further stated that enrollment numbers will continue to fluctuate over the next few weeks due to ESSENCE students still being enrolled. K. Crawford also noted that new student enrollment numbers are up compared to last year, but application numbers are down. Dr. Ohl-Gigliotti added that other colleges are seeing similar enrollment trends to HCC for fall.

Dr. Hendrickson stated that as divisions were initially instructed to add more face-to-face classes for 2022 spring, should we now pull back on adding face-to-face classes and offer more web courses as this is what students prefer? A. Auldridge stated that majority of the students she speaks with are still preferring online classes over face-to-face, but offering more online classes may not be beneficial if students are not doing well in online formats. D. Schoenenberger stated that she would like to keep Adult-Ed classes face-to-face as these students do better in face-to-face formats. Dr. Warner agreed that Adult-Ed classes should remain as face-to-face, and stated that he would not recommend canceling in person classes, but to continually monitor how classes are filling up and add web courses as needed. Dr. Warner further stated that we need to look into how we can do a better job of supporting students in online classes so they can be more successful. The group also had a brief discussion on the idea of having a mandatory Zoom/online orientation for new students in online classes, so they understand how to navigate online classes/resources. D. Schoenenberger added that in addition to having a mandatory Zoom/online orientation for new students in online classes, it may be helpful to create a document for students

that outlines how to get into D2L, how to navigate class modules, and so on. Dr. Warner stated there are plans in the works to implement a first year experience course for new students, as well as a plan to revamp new student orientations pending grant approval. B. Kirkpatrick also noted that when developing the first year experience course and revised new student orientations, we may want to take into consideration how Gen-Z operates as this will be a large proportion of our students moving forward.

Dr. Scheetz informed the group that he and M. Kugler recently met with the roster reporting team to discuss summer 2021 student no show reporting numbers, and noted forty-seven percent of faculty did not report their roster reconciliations. Dr. Warner stated that a few years ago we had a similar issue where student no shows were not being reported, and noted that he along with Division Directors spoke with faculty members who did not report student no shows. Dr. Warner further stated that he would be willing to once again speak with faculty that are not reporting student no shows if necessary as this is part of their job. Dr. Scheetz also emphasized the importance of student no show reporting as it can have a big impact on student's financial aid. Dr. Ohl-Gigliotti raised the question how do other colleges handle student no show reporting? Dr. Scheetz stated he believes most colleges do administrative withdrawals and do not worry about no show reports. Dr. Scheetz further stated that he will look into how other colleges handle student no shows, and share with the group at the next ESSC meeting.

Dr. Ohl-Gigliotti briefly updated the group on the COVID-19 Student Relief and Crisis grants. Dr. Ohl-Gigliotti informed the group that the first round of the COVID-19 Student Relief grant will be issued soon, and noted students in 15 week classes should receive the grant September 17th. Dr. Ohl-Gigliotti further stated students enrolled 12 week courses will be issued the grant in early October, and students enrolled in 2nd 7.5 week courses will be issued the grant in early November. Dr. Ohl-Gigliotti added that all credit students are eligible to receive the COVID-19 Student Relief grant, and only select non-credit students are eligible to receive the grant. Dr. Ohl-Gigliotti also updated the group that she is currently working on creating an application for students to apply for the Crisis grant, and more information will be available soon.

3. **Fall 2023 academic calendar review**

The group had a brief discussion on revised start/end dates of the drafted 2022-2023 academic calendar. Dr. Renninger informed the group that the start date of 2022 fall classes has been moved to the same date WCPS classes begin, and the start of spring classes has been bumped to a later starting date so that finance may have more time to run reports between semesters. M. Martin stated his only concern is the quick turnaround between the end of the spring semester and the start of summer classes, but believes the dates will be ok. Dr. Warner added the discussed draft of the 2022-2023 academic calendar will soon go to the board for approval.

4. **MHEC Near Completes FY21 verbal report**

M. Kugler informed the group a few years ago MHEC had a process in place to collect information on students who were enrolled in an associate's degree program and had completed at least forty-five credits, with the purpose of sending them letters with information about where they can complete their degree. M. Kugler further stated that this is a process that she will be adopting/modifying for our students. C. Baer noted that information for FY20 students was recently reviewed, and noted FY21 student information will be reviewed soon.

Future Meetings

Next ESSC Recruitment & Retention Meeting: September 30

cc: Dr. Klauber, V. Ippolito