

Enrollment and Student Services Council
January 5, 2023
Meeting Minutes

Attendees: N. Arnone, A. Auldridge, J. Bachtell, C. Baer, V. Beache, Dr. D'Ambrisi, C. Fentress, K. Hammond, Dr. Hendrickson, N. Kennedy, B. Kirkpatrick, S. Lietuvnikas, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, A. Preston, C. Ranalli, Dr. Renninger, R. Rohan, Dr. Scheetz, D. Schoenenberger, J. Seiler, T. Shank, L. Smith, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner

Excused: D. Bittorf, J. Burnett, K. Crawford, E. Schwartz, S. Willard

Minutes submitted by T. Nedimyer

1. **December 8th minutes review/approval**

The December 8th ESSC meeting minutes were approved as written.

2. **Ellucian Colleague – upgrade update & impact on processes**

C. Fentress informed the group that there are issues with the Ellucian Colleague update/upgrade that was implemented mid-December, and noted that he is currently working with Ellucian Colleague consultants to fix the issue. C. Fentress further stated that one of the issues with the update is that large reports get about sixty percent done then they crash. Dr. Ohl-Gigliotti noted that she has not been able to run credit pre-req reports from fall due to the update, and C. Baer noted that he was having difficulties pulling academic dismissals, but was able to use one of the old Brad databases to pull the information he needed. C. Fentress stated that in the meantime while the issue is being fixed, if you have any large reports that need to be pulled, please let him know so he can break the report down so its small enough to run. Dr. Ohl-Gigliotti inquired will the Ellucian Colleague update/upgrade effect the deregistration process? C. Fentress stated that the deregistration list will most likely need to be broken down into smaller reports so that it will run, and noted that he will work with C. McAfee to do so.

3. **Spring Enrollment**

T. Shank briefly updated the group that Con-Ed FTE and enrollment numbers for spring are behind at this time, but noted that not everyone has enrolled just yet due to the awarding of scholarships. T. Shank further stated that J. Baker will soon be meeting with the county to discuss the paramedics program.

D. Schoenenberger informed the group that Adult-Ed will be utilizing a new orientation process in the spring, and noted that students will learn how to obtain their student id, be introduced to D2L, overcome barriers, etc. D. Schoenenberger further stated after the orientation students will register for classes. D. Schoenenberger also stated that she is still working with WCPS to conduct evening and Saturday intake assessments, and noted the Salem Elementary school district will soon be added to her listing of WCPS schools. D. Schoenenberger also noted that ESL enrollment is booming at this time. Dr. Warner inquired will all PALS students be registered by the start of spring classes? D. Schoenenberger stated that most PALS students will be registered by January 17th and the week following, and noted that some WCPS students may be registered a bit later.

A. Auldridge briefly updated the group that headcount and FTE numbers are down for spring at this time, and noted that the Enrollment Management Report provided for this meeting may be inaccurate as students have not yet been dropped from classes. M. Martin took a moment to thank the divisions for upping caps so students could get into classes.

4. **Technology discussions related to enrollment & retention**

S. Lietuvnikas updated the group that the events scheduling portion of Ad Astra is moving along smoothly, and noted that we have received positive feedback from a few users so far. S. Lietuvnikas further stated that permissions are being fine-tuned to meet our needs. Dr. Renninger informed the group that she has run the room optimizer to schedule CFK classes, and noted it seemed to run with no issues. Dr. Renninger further stated that she will be sending an email out to campus in the next few days letting everyone know that events should now be scheduled through Ad Astra. Dr. Warner inquired what is the plan for scheduling classes in Ad Astra? Dr. Renninger stated that the plan is to pilot scheduling classes in Ad Astra for the summer, and continue to work on room scheduling preferences for fall registration at this time. J. Seiler updated the group that the last development team meeting for ConexED was held on December 14th, and noted the meeting covered a variety of new enhancements that were made such as Outlook updates, new features for new and returning students, and an update on Ethos. J. Seiler further stated that the next ConexEd development meeting will be held on January 6, 2023, and noted that he along with C. Fentress are working closely with ConexEd to let them know our needs so processes like retention can become more automated. J. Seiler provided the group with a brief update on ARTSYS/Quottly stating that equivalency files are still being worked on at this time. J. Seiler informed the group that a professional services form has been signed and sent to Ellucian to work through the uploading of pathways into Self-Service, and noted he is currently waiting for a project manager to be assigned.

5. **Credit – update on mid-semester processes**

Covered above under Ellucian Colleague – upgrade update & impact on processes section.

6. **Faculty Advising Working Group & ConexEd**

M. Martin briefly updated the group that the first Ad Hoc committee meeting was held in December, and noted the group discussed setting up a timeline for faculty advising. M. Martin further stated the next meeting will be held January 9th. Dr. Warner informed the group that a ConexEd demo will be presented to faculty during workshop week, and noted the purpose of the demo is to introduce faculty to ConexEd.

7. **Withdrawn Student FA22 Summary**

A. Preston briefly went over the Withdrawn Student Analysis report for fall 2021 and spring 2022 with the group. A. Preston noted that of the responses that were received, the most common reason for withdrawing were issues with balancing work and school. A. Preston further stated the report also covers the number of withdrawn courses and credits, and the report is further broken down by age, gender, race and ethnicity. Dr. Ohl-Gigliotti inquired if there is a way to compare our withdraw data with national data. A. Preston stated there is no way to compare our withdraw data to national data as national data is not available at this time. A. Preston further stated that she will send the Withdrawn Student Analysis report for fall 2021 and spring 2022 to the group.

8. **Follow-up from prior discussion – do class times impact enrollment?**

Dr. Warner stated that he would like to keep the topic of the impact class times have on enrollment on a future agenda. D. Schoenenberger suggested creating smaller groups from the larger ESSC group to tackle topics like the impact class times have on enrollment may be beneficial.

9. **Other Items?**
N/A

Future Meetings

Next ESSC Recruitment & Retention Meeting: January 19th

cc: Dr. Klauber, V. Ippolito

DRAFT