

Enrollment and Student Services Council – Minutes

Thursday, January 19, 2023 • 9:00-11:00am • Zoom

Present: Attendees: C. Baer, Dr. Soeffker-Culicerto, Dr. Warner, M. Martin, Dr. Ohl-Gigliotti, Dr. Poole, K. Crawford, T. Shank, A. Preston, A. Auldridge, B. Kirkpatrick, C. Ranalli, D. Schoenenberger, E. Swartz, J. Bachtell, Dr. Scheetz, J. Mentzer, J. Burnett, K. Hammond, Dr. D’Ambrisi, Dr. Renninger, L. Montgomery, Dr. Hendrickson, N. Arnone, N. Kennedy, R. Rohan, S. Willard, S. Lietuvnikas, T. Thorn, V. Beach, J. Seiler, C. Ranalli, N. Kennedy, J. Seiler, L. Montgomery,

Excused: C. Fentress, J. Mentzer, T. Nedimyer, L. Smith

January 5th minutes review/approval

- The January 5th ESSC meeting minutes were approved as written
 - Agreement to rotate the responsibilities for taking minutes: D. Poole volunteers to take minutes during Spring 23 semester.

Con Ed Update

- T. Shank reported:
 - Pinning for allied health was successful and included a job fair pre-event: 25 students in total participated.
 - Con-ed is considering additional completion ceremonies for other programs
 - Department of Labor notified HCC that they will assume correctional education at the prisons after this year ending their contract with HCC
 - D. Warner gave additional context from his affinity group and we will continue to monitor this.

Adult Education Update

- D. Schoenenberger reported:
 - Congratulations to WSCE, and specifically, Jessica Baker was given and Jessica was recognized for her support in creating a successful Integrated English and Literacy Civics Education/Integrated Education Training (IELCE/IET) – the C.N.A. program and her energy in requesting that we add Phlebotomy.
 - Orientation occurs two weeks prior to the class session start and new students are required to attend. Registrations have just been added over the last two weeks, so expect anywhere from 40 – 80 more students.
 - WCPS continues to be a strong partner and we will have additional students to register with this program.

Credit Enrollment Update

- K. Crawford reported:
 - the FTE is flat
 - Outreach we are doing is positive
 - Early college registration in the high schools usually impacts FTE 1% either way. Hopefully this year, we will see a slight bump up from that number.
- A. Auldridge reported:
 - 33 students were deregistered last week. 94 students’ records were reviewed over the weekend and no students needed to be pulled. This represents less than past semesters.
 - Retention Specialists saw 54 students on Tuesday and 56 students on Wednesday week of 1/16. Staff is totally booked for next week. Staff is doing outreach to get students who have appointments next week to come in this week because this week is walk-in only.

- Dr. Ohl-Gigliotti reported that 32 students were on self-pay deregistered list. Only 14 students in the financial aid deregistration on Saturday. The issues with colleague impacted this process.
- M. Martin recognizes the hard work of our staff to support students while our systems were impacted.

Kirwan update

- o At the Request of Dr. Warner, Dr. Ohl-Gigliotti will schedule a meeting with student service staff to talk about Kirwan and student services at HCC.
 - o Potential topics of discussion include advising and registration.

Technology Update

Ad Astra Discussion

- o S. Lietuvnikas reported that implementation is going smoothly and they have heard no complaints thus far. Transition to automated room scheduling in Con-ed will begin with College-for-kids.
- o N. Arnone asked about the status of Roo. S. Lietuvnikas confirmed that Roo is gone. L. Bird and T. Nedimyer are working with Office Associates (OA) and OAs should be referred to L. Bird with questions.

ConexED

- J. Seiler reported:
 - o On 1/17 IT attended a meeting with the ConexED development team that included additional updates and presentation of the new retention piece, along with updates to the kiosk.
 - o An area within ConexED called "Case Alerts," which is related to the retention piece, was presented to IT, which included the ability to see all cases and filter within.
 - o An Early Alert section is part of this area that eventually will be automated based upon what it is HCC wants to monitor (e.g. GPA).
 - o Integration into D2L is still being worked on. The idea is to be able to generate not just automated cases based upon the data in D2L, but also allow for individuals to be able to open a case manually within D2L itself.
 - o Case assignment methodology was discussed, and what was presented was based on case type, so it was expressed that assigning by cohort, similar to what is being done in Retention Alert, is preferred.
 - o It was questioned if the system could send an alert if a case is assigned to multiple users, and also sending notification to students of a case's creation.
 - o Notifying the student of case creation would have to be discussed further, as certain case type notifications may be questionable.
 - o It was also requested to possibly send a notification to a faculty member once a case is assigned.
 - o As far as updates to the kiosk, an updated login page was presented to us.
 - o The login page includes options for Current Student Sign-In, which can utilize a card reader to help speed up the login process, Prospective Student Sign-In, and Quick Check-In
 - o Prospective Student Sign-In includes a standard sign-in utilizing AD credentials, and also a Register option to create an account in ConexED.
 - o Quick Check-In is much more simple, including only Full Name and Email entry to sign in.
 - o We were also introduced to Theme Customization, which will allow to not only change the login page, but also any other areas of the kiosk. This includes any labels or field labels, colorization, logos, icons, etc. A list of what we can actually change will be sent to us in the near future.
 - o The new updates were pushed to our demo kiosk last evening for us to begin testing.

ARTSYS

- J. Seiler reported:
 - o No new updates.
 - o Equivalency files continue to be sent to ARTSYS.
 - o Files for CCBC (5137), College of Southern MD (5144), Frederick Community College, Harford, and Garrett College have now been sent.
 - o Howard, Montgomery, PG, and Warwick left to do.

Student Planning

- o J. Seiler reported that our Ellucian Project Manager has been assigned.
- o J. Seiler scheduled a meeting for 1/26 to discuss a few questions Ellucian wants answers to.
 - o These questions involve communicating blackout dates, when we would like to begin the project, and timeline for completion.
- o M. Martin brought the groups attention to the prerequisite alert in Self Service as something that is difficult for students to understand.
 - o There was agreement that this needs discussion and there was a suggestion that a revision to the language would help.

Faculty Advising Working Group & ConexEd

- M. Martin reported:
 - o the group has met twice (once in the Fall and once in the Spring). They have developed short-term, mid-term and long-term potential goals. Still in the brainstorm phase. Focus is to get faculty trained in ConexEd /Advising and to start marketing strategies to make sure students are aware of how to contact faculty and ConexEd.
 - o There will be a more basic training for ConexEd and advising that should be scheduled in February.

Other items

- Dr. Ohl-Gigliotti initiated a conversation using the following set of questions:
 - o Is there a connection between age decline and face to face offerings? How do we determine what class times match student demand? What class times are being canceled for low enrollment? - College did outreach in July/August with students who left the institution. Ed America outreach.
 - o There was a discussion and a small working group was formed. The following ESSC members volunteered to join the working group: L. Montgomery, D. Poole and M. Hendrickson, D. Schoenenberger, A. Preston.
 - Dr. Ohl-Gigliotti will reach out to schedule an initial meeting in February
 - o A. Preston also shared some tables with data about the age of enrolled students.
 - o Dr. Ohl-Gigliotti reported that there was EdAmerica outreach in July, August, September; a full report will be shared at a later meeting.
 - o D. Schoenenberger asked for clarification about college application form for ELL questions. They are now active.

Meeting ends at 10:39

Next ESSC Meeting: February 2nd.

DRAFT