

## Enrollment and Student Services Council

Thursday, February 2nd, 2023 • 9:00-11:00am • Zoom

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

**Excused:** C. Baer, C. Ranalli, D. Schoenenberger, E. Swartz, J. Burnett, Dr. Renninger, C. Fentress, T. Nedimyer, L. Smith

### **January 19th minutes review/approval**

- The January 19<sup>th</sup> ESSC meeting minutes were approved as written
  - Review of minute take procedure: Draft to Dr. Warner, 2) Add draft watermark, convert approved draft to .pdf and email to ESSC for review, 3) Minutes approved at next ESSC meeting, 4) Remove Draft watermark, convert to .pdf, and send final minutes to ESSC with a copy to Dr. Klauber and Vincent Ippolito

### **Con Ed Update**

- T. Shank Reported:
  - WSCE up in enrollment and FTE:

	Enrollment	FTE
○ FY 23 TOTALS	6,362	505.88
○ FY 22 TOTALS	5,367	479.41
- Just finished spring and summer schedule and sent to printer
  - Registration opens on February 15<sup>th</sup> for all courses including College for Kids and Discovery Academy
- Grants:
  - Gear II grant ends June 30<sup>th</sup>, 2023
  - B. McDermott worked hard to bring Rural Maryland grant to HCC
  - A proposal was submitted to George Edward Fund for equipment for the Bowman Training Center
- Continuing CNA program for ELL students
- CNA program potential with WCPS to start in September

### **Adult Education Update – No report**

### **Credit Enrollment Update**

- K. Crawford reported:
  - Head count is down 2.5 % FTE is in the positive. We are in the middle of high school registration. Good size classes. WCPS classes should see more students register.
- A. Auldridge reported that the Retention area continues to be busy. Lot of students with a need for late start classes
  - 17 active retention alert cases this semester so far
- C. Ohl-Gigliotti shared enrollment trends across the MACC schools

### **Technology Update**

### **Ad Astra Discussion**

- Event portion is moving along well
- Testing of Ad Astra optimizer in the summer for college for kids has been positive

## **ConexED Discussion**

J. Seiler reported -

- The last development team meeting was held on 1/24.
- We are still waiting on the ability to overlap appointments, which will help with rescheduling and appointment adjustment. That update should be coming next week.
- A new kiosk interface has been pushed out to the live kiosks, along with an auto logout feature.
- Search functionality within ConexED has improved. For example, if only searching someone's first name in ConexED, no results would display. That has now been addressed.
- Additional feature requests were made and those involve:
  - A way to fill in card information without being a ConexED Admin. This would help OA's when managing faculty contact cards.
  - A workaround presented involved giving OAs temporary admin access to fill in faculty info, but that would need to be discussed further.
  - The ability to set global defaults for contact cards. (Ex. Adjust the text of the “Knock on door” button to say “Chat” for the entire group, department, or institution.
- The only issue we are aware of involves receiving errors when attempting to customize the kiosks.
- Ethos is still being worked on. Hopefully that can be up and running in the near future so flat file imports are not necessary.
- Other than the kiosk customization error and Ethos, we are not aware of any major issues, as most of them have been addressed with the development team.
- There was a follow up discussion of ConexEd as our HCC retention alter tools. J. Seiler and C. Fentress are involved in the development of the retention piece and reporting. This is moving along.

## **ARTSYS/Quottly**

J. Seiler reported -

- Howard Community College was being worked on this week.
- That file was submitted to Quottly on Wednesday, 2/1.
- Montgomery, PG, and Wor-Wic left to do.
- M. Martin added that 2+2 agreements are appearing on Quotly and the program keeps building

## **Self-Service Student Planning – Uploading of Pathways**

J. Seiler reported -

- On 1/26 a meeting was held to discuss the initial questions asked of us by Ellucian.
- Those questions involved blackout dates, when we would like to begin the project, and a timeline for completion.
- The blackout dates have been determined and sent.
- We also determined the earliest we would like the project to begin, which is sometime in February. Knowing Ellucian and how difficult it can be to get on their schedule, we do not anticipate being able to begin this month. A more realistic start time of late June into early July was suggested, however.
- As far as a deadline we determined a January or February 2024 project completion month.
- Night dates were proposed for the Degree Audit piece. Those dates are 5/15, 6/6, and 6/7. J. Seiler will confirm with the team these dates are good and get them scheduled.
- We are still waiting for dates regarding the Student Planning side.

## **Faculty Advising Working Group & ConexEd**

M. Martin reported -

- Basic Faculty Advising Training and ConexEd training has been confirmed and set up with faculty in the month of February. Dates, times, and locations have been established, with the first training taking place on Feb. 2<sup>nd</sup>.
- M. Martin made the request that Division Directors and OA attend the training and that faculty plan to attend in person not rely on video; Video will be created later in February for dissemination
  - D. Warner asked that attendance be taken at training
- M. Martin shared that past data showed that the average student would meet with an advisor 3.5 times during their time at the college. These types of statistics can be helpful for faculty to understand time commitment.
- The Faculty Advising Ad Hoc group will meet again to plan marketing strategies on Friday, Feb. 17<sup>th</sup>.

**Spring HCC Open House** – Saturday, April 1<sup>st</sup>, 10am -12noon, AC&T Student Center

- Same as last year’s event – Dr. Ohl-Gigliotti asked that departments start organizing now
  - All hands-on deck. Faculty should be present
  - M. Hendrickson asked about the status of the fact sheets. B. Kirkpatrick shared that they are still being used and her office can help with updates
    - If Divisions know updates are needed they should be sending those details now so they are prepared for the open house
    - Factsheets have dates on them that denote when they were last updated.
    - Most recent Factsheets can be found linked on the website on program pages

*Meeting ended 10:00am.*

*Next ESSC Meeting: February 16<sup>th</sup>.*