

## Enrollment and Student Services Council – Minutes (Approved 3/16/23)

Thursday, March 2, 2023 • 9:00-10:30am • Zoom

*Minutes Approved 3/16/2023 with no edits via motion by Dawn Schoenenberger and second by Mike Martin.*

The meeting opened with “Celebration” for winning Business of Year at last night’s event. Christine introduced a new Dean of Students Office intern, Paola Torres, a former HCC student who is working on her Masters in College Student Personnel and Higher Education at Shepherd University.

### I. February 16<sup>th</sup> minutes review/approval (thank you Dana Poole!)

- Volunteer to take minutes for this meeting - Laurie Montgomery
- Motion to approve – Kathleen D’Ambrisi – 2<sup>nd</sup> by Laurie Montgomery
- Minutes approved unanimously

### II. Spring Enrollment

- 23/CEWI & 23/CESP Non-credit WSCE Update (Theresa)
  - No updates still tracking ahead of last year
- 23/CESP Non-credit Adult Education Update (Dawn)
  - there are currently 763 students plus an additional 59 ELL students through our WCPS partnership to be registered that have been served throughout FY23.
  - Expressed appreciation to many departments for their support as the PALS program consists only of 3 FT and 2 PT staff plus Dawn
- SP23 Credit Update (Kevin/Angie)
  - Kevin –at 99%, good positive FTE. Carroll CC is up 11% due to Blueprint. We should see that in the fall.
  - Mike –2 things being said in the community about transfer from HCC –(Not confirmed) – Counselor said all College classes weighted 5.0 on HS transcript someone else said all 200 level courses weighted 5.0 – so may see an increase from students who want to boost GPA
    - Dr. Warner & Dr. Renninger meeting with WCPS today to get the initial numbers
  - Angie – Asked IT for reports about retention alerts data; still getting lots of retention alert reports (22 active cases). Text messages coming from Mike’s office – 19,000 & 33,000 from Angie’s office to date since Mongoose texting started.

### III. Technology discussions related to enrollment & retention (Joe, Stephanie, Mike, Chris, Angie)

- New Software Updates – Joe
- Ad Astra: We are aware of a number of issues regarding Ad Astra, and we are working to address those.
  - Some of those issues include:
    - Set-Up and Tear-Down functions cannot be added for Course Sections.
    - Cannot use Ethos to import changes made in Ad Astra to Colleague; flat files will have to be used.
    - Issues with setting up partitioned rooms, therefore having manually enter all events from Colleague into Ad Astra.
  - While the system isn't working as we had hoped it would, we will do our best to improve upon it, as it is what we have at the moment.

- ConexED
  - The last development team meeting was held on 2/23. Topics discussed included:
    - Time zone issues with our ConexED meetings - Outlook is displaying the time as UTC (Coordinated Universal Time). While the time being displayed is correct, it is displaying as UTC, which may cause confusion, so an enhancement to pass the local time zone setting is being worked on.
    - Simplifying the internal reschedule feature for appointments, including the ability to adjust the date and time of the appointment instead of going through the entire process that a student sees when scheduling.
    - The days of the week are not labeled within the Week view associated with the Calendar, so that was requested.
    - During the discussion regarding appointments and the calendar, were told the entire scheduler was being redone and enhanced, including the appointment lookup.
    - Military time is capable in the Master Scheduler, but not the Group Calendar.
    - There is concern regarding what and how much students see once they enter the ConexED site, so security groups may have to be considered.
    - Discussion regarding the ability to customize our URL for the site. ConexED will run this by the team, but if possible, it will involve adjusting domain and DNS settings, along with the URL's associated with the cards we have already created.
    - A meeting was held on 3/1 regarding connecting cohorts with certain support groups, and if it was possible to upload that information. While it is possible, it will involve additional manual work, as each advisor/counselor will have to be adjusted one-by-one in order for it to be accomplished. The idea is to pull a report that has a student's email and advisor, filter by advisor in Excel, and then pull each list of students out that way.
- ARTSYS
  - Equivalency files for Montgomery, Prince Georges, and Wor-Wic were sent on 2/28 for upload into Quottly.
  - These three files are the last to be uploaded.
- Student Planning
  - Dates for the degree audit portion of the project have been scheduled for 5/15, 6/6, and 6/7.
  - The Student Planning portion will be scheduled for 6/12.

#### IV. Faculty Advising Working Group & ConexEd (Mike, Eric)

- 3/3 11:30 meeting for Ad Hoc group & Marketing
- March 20<sup>th</sup> will be the big lead-in before Registration starts
- All but 5 faculty were able to go through the training
- 3 forms & reason codes (timing for appointments) done for all 8 divisions so consistent
  - Intake form, survey (post advising) & staff form notes

#### V. Small group follow-up - when classes are offered and age decline (Christine, Dawn, Mary, Dana, Laurie, Angie, Alison)

- Good Discussion – Evening classes are typically canceled due to low enrollment; hard when they need those & canceled
- Question – what happens if a new student comes in & can't take classes between 8-4, so how do we get them registered or through
- Discuss potential cohort program – evening/weekends; looking at models from other schools
- Dawn suggest survey community to see if we need this or have the population

- Theresa Shank – is on a committee for Chamber look at training/talent – so look at companies like warehouses; nursing; - Allegany got a grant for evening/weekend nursing program – Meritus has a huge need
- Laurie ? can we or have we gone to places to offer classes (like CCBC used to go to Coast Guard Yard to teach classes)

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

- Same as last year’s event – start organizing your department now
  - Health Science and Nursing programs will together in the Antietam Lounge area
- Email Lee Smith @ [rlsmith6@hagerstowncc.edu](mailto:rlsmith6@hagerstowncc.edu) with needed change requests / tech needs (limited)
- Edits to layout & program will be reviewed at March 16<sup>th</sup> ESSC
- Kevin’s area will provide fact sheets – make sure updates are sent to Beth & Brittany for printing

#### VII. Discussion on Purpose of ESSC and Schedule of Meetings

- Created in 2016 as an Organization Body Influencing Governance & Decision Making (A Guide to Shared Governance at HCC, updated 1/22/21, pg 14)  
<https://www.hagerstowncc.edu/docs/guide-shared-governance>  
*“Enrollment and Student Services Council - The Enrollment and Student Services Council addresses the day-to-day operations related to enrollment, recruitment, and retention. Membership includes the Dean of Student Affairs, VPAASS, all division directors, the Faculty Assembly chair, the Dean of Distance Learning, the Dean of Instruction, appropriate members of Student Affairs, and other campus representatives as assigned.”*
- Others Organization Bodies include President’s Cabinet, Faculty Assembly, Staff Council, Academic Council, Student Government Association
- Christine – we meet the purpose – do we need to meet 2 hours every other week?
  - Chris & Dawn Suggest email updates & meet
  - Mary – meet & have topics that a bigger group could contribute to as a whole (because smaller groups meeting)

#### VIII. Additional Items?

- Teresa Thorn – Blueprint report in Hagerstown Magazine – photos are our students
  - 52 applicants (33 very qualified) 34 set to graduate in spring & 30 returning juniors
- Chris Baer – if still need to apply for graduation – they need to do it ASAP because regalia is being ordered by 3/28

**Next ESSC Meeting: March 16th**