Enrollment and Student Services Council – March 16, 2023, 9am, Zoom

MINUTES taken by Laurie Montgomery, edited by Christine Ohl-Gigliotti & David Warner

I. March 2nd minutes review/approval
- Dawn Schoenenberger Motion to approve – Mike Martin 2nd, no discussion, minutes approved as drafted
- Dr. Warner unable to attend. Dr. Ohl-Gigliotti led the meeting. Laurie Montgomery kindly and quickly offered to take minutes again.

II. Spring Enrollment
- 23/CEWI & 23/CESP Non-credit WSCE Update (Theresa Shank) – numbers continue to be strong just started cohort CAN, Medical assisting & phlebotomy
  - Police academy started another program – need to get those registrations & see about articulation – ahead of where were last year
- 23/CESP Non-credit Adult Education Update (Dawn Schoenenberger)
  - Finished CNA program, now doing paid internship with Meritus, Adult Education/Family Literacy program is at 480 students; one last intake tonight (Pangborn last night & Salem tonight). Submitted grant for more funding for 2nd family literacy partnership[
- SP23 Credit Update (Kevin/Angie) - hasn't change since last time – drop no shows about .5 down HC up a little in FTE working on focusing summer & fall now
  - SP23 First Look Week 3 Census MHEC attachment (Alison Preston)– includes early college access but in class by 2/6 , official HC up 2% official FTE up 1.7% - slightly different because have to take out certain groups for MHEC versus Federal reporting

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

New Software Updates
Ad Astra
- A meeting was held on 3/6 with Ad Astra to discuss the ongoing issues we have been having with the product.
- This meeting included an individual named Maggie Roberts, who was a long time client of Ad Astra and has also implemented the product.
- Issues regarding types of reports, imports/exports, and room scheduling were discussed.
- Three reports were added to our system:
    1. Hagerstown Weekly Room Grid - Sections Only
    2. Hagerstown Weekly Instructor Grid
    3. Hagerstown Semester Room Car
- It is hoped one of these reports could potentially help with the posting of instructor office hours outside offices until a proper grid view layout can be developed.
- Since Ethos isn't possible to use for real-time updates between Colleague and Ad Astra, a differential flat-file can be created and utilized every time there is a change.

- With this new flat-file, and adjusting our imports/exports to hourly instead of every 3 hours, updates can occur more often throughout the day.
- Regarding room scheduling, a one-hour training session is planned to cover automatic setup/teardown for rooms and resources and usage controls for specific room blocks.
      - Session has been scheduled for 3/20 from 11 a.m. to 12 p.m.

ConexED
- The last development team meeting was held on 3/7.
- There are still the occassional Outlook sync issues, specifically with recurring meetings. Some possible explanations include a delay with the sending and receiving of events from Microsoft, and meetings being accepted as Tentative.
- Also, office hours are still pushing to Outlook even after they are removed from ConexED. A change will be made on the ConexED side to help address this.
- At the last meeting it was mentioned the possibily of having to manually assign students to cohorts in ConexEd, one by one, which would take an enormous amount of time to do on a weekly basis.
- ConexED has proposed a way to batch upload these assignments. A batch upload template was provided to us recently, and a test file has already been sent to ConexED for processing and verification. We are currently waiting on the status of that, but once working this will be a huge help.
- The Early Alert system is almost ready for testing, and a meeting is planned to be scheduled in the near future to go over the system again. I will follow up with ConexED to get that scheduled and share that date.

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 has been scheduled for 6/12.

IV. Faculty Advising Working Group & ConexEd Rollout March 20th (Mike Martin, Eric Schwartz)
      Example/sample business cards uploaded
Each division ways for students to make appointments with faculty – used 2 of 3 methods Cards on website – all faculty have cards up) or share link students not logging in to see group (not there yet) Portal faculty card in their portal so that will help
Sent information to division directors – want all faculty cards by Monday & updated
Friday 3/24 Faculty Advising Group meet will also discuss Kirwan and impact with appointments

V. MD Blueprint –fall 2023 Early College Program (ECP) enrollment and registration plan (Dr. Warner, Christine Ohl-Gigliotti, Laura Renninger, Kevin Crawford, Angie Auldridge)
   - Early College @ WCPS – estimated between 1800-2000 students

- Early College @ HCC – anticipated about 450 students (63 – are about FT not necessarily Middle College type) rest are PT or Early Release
- $800,000 this year vs $2.5 million next year
- Enrollment is Evolving - 450 good estimate for on Early College on campus
- 2300 or so may be low estimate for early college
- Enrollment/Registration Plan – WCPS wants this done in April (State Testing in May)
- Met with HS Counselors on campus – Kevin will work with Early College Counselors etc, at schools, current students will work with early college already on campus
- Students will need to be applied to College & ID numbers so they can register when teams go to HS
- Not seeing current students in retention office for April – need to see Faculty Advising
- Lively Discussion ensued about how to meet needs of current students while Retention Specialists are out or faculty are in classes

VI. Four-Year Successful-Persister Rates for MACC Institutions (Christine Ohl-Gigliotti, Alison Preston)
HCC has best 4 year successful persistent rate for state – fall 2017 cohort – FY 2021/2022 – shows 83.1% graduation, transfer, complete for still enrolled always seem to be top 5-6 schools – can also break down CR and those needing Remediation

VII. Spring HCC Open House – Saturday, April 1st, 10am -12noon, AC&T Student Center
- Review DRAFT layout, subject to change
- Table set up as early as 3pm Friday, March 31st or 9am-9:30am Sat, April 1st
- Email Lee Smith @ rlsmith6@hagerstowncc.edu with edits and unique tabling needs by Fri, 3/24
- Can start setting up as early as 3pm on Friday

VIII. Revisiting Discussion on Purpose of ESSC and Schedule of Meetings
- Remainder of FY23: Meetings continue every two weeks but only 9am-10am, small groups as needed
- FY24 – starting the week of July 10th
  - Monthly Full-Group In-Person Meeting for 90 minutes (goal is 60 minute meetings)
    - Not scheduled when Academic Council meets, even on alternating weeks
      - Scheduling suggestions?
  - Subcommittees will meet more regularly and report back to the full-group at monthly meeting

Group agreed this is a good plan and appreciates their collective input being considered per prior discussions.

IX. Additional Items? There were none. Meet adjourned a few minutes after 10:00am.

Next ESSC meeting: March 30th @ 9am.