

Enrollment and Student Services Council Minutes
Thursday, March 30, 2023

I. Minutes approved for March 16, 2023 meeting. Moved by Laurie Montgomery, seconded by Christopher Baer.

II. Enrollment Reporting:

- **Credit Enrollment:** Samantha Willard reported that spring registration holds steady at -0.5% but FTE remains up at around 3%. Summer early registration is off to a good start with 25 enrolled so far.
- **WSCE Enrollment:** (Message from Theresa Shank, who was absent, to ESSC) Headcount up about 600, FTE up about two. In addition,
 - Received notification of funding from the George Edwards grant for equipment for the Bowman center including Diesel Tech and Forklift programs- \$400,000. Targeting under served populations
 - Received approval of \$175,000 from Washington County ARPA funds for Career Expo in November 15, 2023 and April 17, 2024, Entrepreneurial Start Up event in May 2023 and some workforce (CVT) scholarships.
 - Received approval from Rural Maryland for funding to support underserved population in Allied Health and Transportation- \$250,000 for a 2-year grant
 - Jack Drooger and Jessica Baker will be representing WSCE at the Open House on April 1.
- **CESP Non-Credit Adult Education Update:** Dawn S. was absent. No report.

III. Technology Report: Staff unavailable. No report.

IV. FY 24 ESSC meetings (Christine): It was decided to meet one time per month, 90-minute meetings. Christine sought a time to meet. Tuesdays at 3 p.m. may be a possible standard meeting time. A potential conflict was noted, but the meetings do not occur weekly. Christine noted that many of the members preferred in person meetings. A Zoom option could still be offered.

V. Title III report (Natalia K.):

- First-Year Experience classes: Piloting one-credit class, 7.5 weeks for developmental students.
- Retention Coordinator position filled.
- Orientation being revamped to be held August 24-25: Robust orientation with discussion panels and activities.
- Job Fair on April 5, 9:30-2 p.m., Laura Scafide has organized.

VI. Faculty Advising Working Group and ConexEd Rollout:

- Mike said the Faculty Advising Workgroup is unable to meet again until May. The issue of faculty office hours using ConexEd needs to be at least temporarily resolved before the group can meet since Registration is taking place. Dr. Warner said that it will be important for faculty to continue holding office hours through the end of their contract date in June in order to assist students with registration while the Retention Specialists are working with WCPS students. The

actual hours selected by each faculty member could be modified after classes end since the current hours are set up to work around class times.

- Mike is working on videos to assist faculty in understanding ConexEd. Angie will be attending Division Meetings on April 5 to briefly show faculty how to bring a student through a meeting on ConexEd.
- A question arose about whether photos of faculty and staff can be required, given privacy concerns.
- Photos were taken by Public Relations using the same background for branding purposes. It looks best for all staff and faculty to use the photo with that background for professional appearance of the pages. (Note: Since amended by email from Dr. Klauber).

VII. MD Blueprint

- Retention & Registration – Angie and four Retention Specialists will be in the high schools almost every day in April starting April 5th (except WCPS spring break), leaving one Retention Specialist on campus for student appointments. Other student affairs staff will be more available as needed for student emergencies. They will do their best to be responsive to current student needs understanding that summer/fall advising can be referred to faculty advisers or be deferred to appointments in May when Retention Specialists are more available. April focus is getting ECP students taking classes at HCC prepared for fall classes, closer to 500 in numbers now. Walk-ins on Mondays will not be encouraged. Divisions Directors will be called on for help on April 17th for walk-ins.
- Academic Affairs—Dr. Warner reported that the MOU was signed by Dr. Klauber and the WCPS Superintendent of Schools. A copy will be sent to faculty and relevant staff, per request of several members of the group. A flowchart was created for hiring of WCPS faculty. An exception was made to provide WCPS faculty who teach College classes with earlier access to their email accounts, in order to allow them to access and learn how to use D2L.

VIII. Other

- Open House April 1. Tables should be ready by 9:30 a.m. because attendees sometimes come early.
- Next ESSC Meeting April 13, 9 a.m.

MH