

## Enrollment and Student Services Council

Thursday, June 8, 2023 • 9:00-10:00am • Zoom

Minutes notes in red

Attendance: Dr. Warner, Dr. Christine Ohl-Gigliotti, Mike Martin, Theresa Shank, Alison Preston, Angie Auldridge, Alicia Wellington, Bob Rohan, Chris Baer, Dana Poole, Charles Scheetz, Heike Soeffker-Culicerto, Jaime Bachtell, Jessica Mentzer, Karen Hammond, Kathleen D'Ambrisi, Laura Renninger, Laurie Montgomery, Mary Hendrickson, Natalia Kennedy, Samantha Willard, Stephny Lietuvnikas, Teresa Thorn, Theresa Shank

### I. May 25 Minutes Approval (thank you Samantha & Christine)

- Minutes were approved, Mike moved and Laurie seconded.

### II. Spring Enrollment

- 23/CESP & 23/CESU Non-credit WSCE Update (Theresa)
  - Exceeded FY22 FTE, excited to be working with ESL, new contract with WMC for allied health contracts - WMC & rural MD grant, CFK starts in 2 weeks on June 20<sup>th</sup> – okay enrollment -more competition including with WCPS free camps – student workers started
- 23/CESP & 23/CESU Non-credit Adult Education Update (Dawn) – no report (not attending)
- SU23 & FA23 Credit Update (Sam/Angie)
  - Summer up 4% (about 6-7% FTE), Fall up 22% (20% FTE), Registration is scheduled out two weeks, a few faculty advisers are scheduled to be in place or in training. Registration lab in STC 110 will be divided into two offices this summer, taking conference room 141/143 offline for faculty/temp advisers and FT Retention Specialist during the work.

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

- Ad Astra -last implementation meeting on June 5, problem solving, going well, creating contingency plan for when Tyler N is out, Laura R will get clear instructions out for OAs to make sure everyone is on the same page, everyone encouraged to use ConexEd for reservations/requests, files being pushed to Colleague every hour with plans to automate soon
- ConexED – last developers meetings on May 30, working on ability to edit already existing appointments, requested report to determine which students completed surveys, requested ability to create specialized surveys, continue to work out concerns about check-in process regarding speed (some progress has been made). Class data being imported going back 10 years. Dr. Warner asked question about how to get ConexED cooperation to meet Title III grant goals, concern for meeting upcoming grant deadlines.
- ARTSYS/Quottly - no update. We've done what we need to do to date. Others in the MACC are still working out bugs, we are ahead of it. This will be a several year project with the state.
- Self-Service Student Planning – Pathway Uploading – Mike reported best meeting this past week in 20 some years with Ellucian consultant, fixed big issue with degree audit, fixed a planning feature and there are new features coming out that will be good, ability to upload plans upon application so those are available for when new student first meets with Retention Specialists, found datatel errors that were causing some issues that led to somethings working better, Mike thinks we may be able to get a lot of features to work better that haven't been working well for a long while, some of the issues go back to when original datatel files were written when Self-Service was first implemented. This is very good news. Shout out to Stephny, Joe and Chelsea for listening to student affairs concerns and actively problem solving and cooperating and sharing expertise.

IV. Faculty Advising Working Group & ConexEd Rollout (Mike, Eric)- will submit report to PIE about Ad Hoc group for Middle States, suggestion that group continue since big issues still need to be addressed

V. MD Blueprint – General Update (All involved) – Friday afternoon meetings continue to happen, WCPS is secure in budget regarding tuition and fees but are working out details with book costs, HCC is providing info to WCPS quickly when asked regarding hiring processes, book costs, etc. We continue to lead the state. We haven't gotten list of names of ECP students taking classes in the high schools yet. School is ending June 8<sup>th</sup>. HCC is firm with not registering students after drop/add date. A few Division Director noted needing to add course sections that have already filled due to ECP at HCC enrollment. Dr. Warner suggested planning now to create courses and hire in anticipation of a slightly bigger enrollment bump in August than usual since RR trends are showing more demand from new credit students.

VI. Title III – Fall 2023 Orientation (Natalia) – New Student Orientation (Aug 24-25 in person) flyers are available in all offices serving new students, goal is for event to be interactive and fun (DJ, ice cream truck, resource fair, academic panel, etc), post-card sent for fall registration with registration link – asking for help for initiative and push. Comment made to encourage mailings/emails/text throughout the summer for students enrolling late. Also working on an online orientation platform that will remain available for students to reference and be available in D2L. FYE classes are coming together – students at least one developmental course will be in a FYE class. Angie mentioned Retention & Registration saw close to 900 students in August, highlighting a lot of these students tend to be developmental students (1/3 of enrollment comes in August). No automatic mechanism that gets developmental students into FYE course but Angie is working with Stephny in IT to manually check that students are in FYE.

VII. Additional Items? –

- Miscellaneous discussion/questions about fall enrollment, including challenges with not having a printed credit course guide was noted as a challenge – it is now available on our website, [www.hagerstowncc.edu/schedules-catalogs](http://www.hagerstowncc.edu/schedules-catalogs). New student planning pre-uploading of degree plans could help forecast the needed.

Meeting adjourned 10:30am.

Next ESSC Meeting: June 22, 9:00am-10:00am