

**Enrollment and Student Services Council**  
**September 29, 2022**  
**Meeting Minutes**

**Attendees:** N. Arnone, A. Auldridge, J. Bachtell, C. Baer, V. Beache, K. Crawford, Dr. D'Ambrisi, V. Gratton, K. Hammond, Dr. Hendrickson, B. Kirkpatrick, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, A. Preston, Dr. Renninger, R. Rohan, Dr. Scheetz, D. Schoenenberger, E. Schwartz, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner, S. Willard

**Excused:** D. Bittorf, J. Burnett, S. Lietuvnikas, Dr. Poole, C. Ranalli, J. Seiler, T. Shank

*Minutes submitted by T. Nedimyer*

1. **September 15<sup>th</sup> minutes review/approval**

The September 15<sup>th</sup> ESSC meeting minutes were approved as written.

2. **Technology discussion related to enrollment & retention**

Tabled.

3. **Fall Enrollment**

D. Schoenenberger briefly updated the group that the PALS program currently has 390 enrollments for the fall at this time. D. Schoenenberger also updated the group that an agreement has been reached to offer English classes through WCPS, and noted the classes will begin sometime in November. D. Schoenenberger also noted that a similar agreement may soon be made with a few nursing homes in the area.

K. Crawford updated the group that he is finishing up admissions for early to college at this time, and noted he hopes to have all early to college students registered by the end of September. K. Crawford further stated that he is already beginning recruiting efforts for next year, and thanked all of the division directors for their assistance in getting classes set up for the semester. A. Auldridge briefly updated the group that her area has been booked solid for the month of September to meet with students wanting to register for 12-week classes. A. Auldridge also reminded the group that spring registration starts October 3<sup>rd</sup>.

4. **How is Retention Alert working**

A. Auldridge updated the group that Retention Alert is working well, and noted that on average one case is received each day, and that thirty cases in total have been received and routed to the appropriate people since the start of the semester. A. Auldridge also inquired if returning students that have already been onboarded should be directed to their faculty advisor for assistance with spring classes. Dr. Warner stated that we may not want to turn students away to their faculty advisors just yet, but suggested to ask the student if they have already seen their faculty advisor. Dr. Warner further stated that if additional assistance is needed to meet with students please let him know. D. Schoenenberger stated that if additional help is needed to meet with students, the LSC staff have been trained and are willing to help. M. Martin noted that he believes that students will continue to show up in A. Auldridge's area asking for help until faculty begin using ConexED as this is what students are familiar with. M. Martin also took a moment to update the group on faculty advising. M. Martin stated that faculty advising training videos have been reduced in length to become more streamlined, and noted his goal for this year is to have fifty percent of faculty trained that will be doing faculty advising. M. Martin further stated that it may take up to five years to get faculty advising to where it needs to be. E. Schwartz suggested that

having a small group of faculty members meet with M. Martin to help design faculty advising procedures and trainings may be beneficial. M. Martin noted that he is more than willing to meet with faculty members to help design faculty advising procedures and trainings.

5. **Follow-Up – Consideration for extending “drop for refund” deadline**

Dr. Ohl-Gigliotti let the group know that she is looking into the possibility of extending the drop for refund deadline, but noted she will hopefully have more to report on this topic in a few weeks.

The group also had a brief discussion on if students should be allowed to add lab classes late if they have already missed the lab safety section for the class. L. Montgomery agreed that some limitation should be in place for students who have missed the lab safety section of the class, but noted the limitation should exclude students moving from an online section to an in person section of a class.

6. **Follow-Up on different software used in classes**

Tabled.

7. **Review of 9/15 questions to consider regarding credit enrollment declines**

Dr. Ohl-Gigliotti broke down and assigned some of the credit enrollment decline questions generated at the previous ESSC Meeting to group members to start researching.

8. **Policy 4006 – Limitation on Major/Programs**

Dr. Warner briefly informed the group that Policy 4006 was passed at a recent board meeting.

9. **Other items?**

N/A

**Future Meetings**

*Next ESSC Recruitment & Retention Meeting: October 13th*

cc: Dr. Klauber, V. Ippolito