

Enrollment and Student Services Council
October 13, 2022
Meeting Minutes

Attendees: N. Arnone, J. Bachtell, C. Baer, V. Beache, J. Burnett, K. Crawford, Dr. D'Ambrisi, V. Gratton, L. Kendall, B. Kirkpatrick, S. Lietuvnikas, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, A. Preston, R. Rohan, Dr. Scheetz, D. Schoenenberger, E. Schwartz, J. Seiler, T. Thorn, Dr. Warner, S. Willard

Excused: A. Auldridge D. Bittorf, K. Hammond, Dr. Hendrickson, C. Ranalli, Dr. Renninger, T. Shank, Dr. Soeffker-Culicerto

Minutes submitted by T. Nedimyer

1. **September 29th minutes review/approval**

The September 29th ESSC meeting minutes were approved as written.

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

J. Seiler updated the group that Ad Astra meetings continue on a weekly basis, and noted the previous meeting focused on reports/report subscriptions, and a brief review of the project completion checklist. J. Seiler further stated issues with event notifications and duplicate contact records are being worked through at this time, and noted a transition call has been scheduled for the near future. J. Seiler briefly updated the group that a few ConexED issues have been identified such as duplicate appointments and meetings that are closed not being able to be reopened. J. Seiler also informed the group that the idea of utilizing card swipe machines for students to check-in faster was discussed, and noted he along with C. Fentress will be meeting with the CEO of ConexED to discuss improvements for the implementation process of ConexED. J. Seiler also noted there are still some issues with the ConexED calendar integration at this time. C. Baer provided the group with a brief update on ARTSYS/Quottly, noting that he is still reviewing course equivalencies at this time.

3. **Fall Enrollment**

In T. Shank's absence, L. Kendall updated the group that Con-Ed enrollment numbers for fall look strong, and noted that registration for spring classes will be opening in the next few weeks.

D. Schoenenberger briefly updated the group that enrollment for the PALS program will be over 400 for the fall, and noted ESL enrollment is booming at this time. D. Schoenenberger also updated the group that she had eighteen students show up for the most recent intake session with WCPS, and noted the last intake session will be held on October 13th. Additionally, D. Schoenenberger informed the group that she will be setting up a family literacy services program with Salem Avenue Elementary in the near future.

K. Crawford updated the group that enrollment numbers for fall are mostly finalized as the 2nd 7.5 week session will be starting in the next few days. K. Crawford further stated that out-of-state and readmit student numbers for fall look strong. K. Crawford updated the group that enrollment numbers for spring are on par with where last year's spring enrollment numbers were at this time. K. Crawford further stated that outreach efforts for the spring will begin soon. On a separate note, Dr. Warner briefly updated the group on the dual enrollment discussions he has been having with G. Willow.

4. **Ongoing - How is Retention Alert working**
In A. Auldridge' s absence, Dr. Ohl-Gigliotti briefly updated the group on Retention Alert. Dr. Ohl-Gigliotti stated that faculty and staff are submitting cases, and noted since the start of the semester eighty-two Retention Alert cases have been submitted and received. Additionally, M. Martin noted that once notes are entered into Retention Alert they are difficult to remove.
5. **Final update – “drop for refund” deadlines will be extended starting FY24**
Dr. Ohl-Gigliotti briefly updated the group that the drop for refund date will be extended starting FY24.
6. **Reconsidering the “add” (or session switch deadline)**
Dr. Ohl-Gigliotti stated that she would like the session switch deadline to be added as a topic at a future ESSC meeting as the final date will be reviewed by the Board in November.
7. **Follow-Up on different software used in classes**
S. Lietuvnikas updated the group that she is continuing to compile a listing of software and software contact information for software that students use in classes. S. Lietuvnikas further stated that once contact information for software has been gathered, IT will be able to point students in the right direction when they are having software issues/questions.
8. **Follow-Up on Faculty working group to guide Academic Advising training**
E. Schwartz updated the group that a six person Ad Hoc committee will be formed to work on faculty advising. E. Schwartz further stated that he hopes to have the committee put together by November. Dr. Warner noted that once the committee has been established and a meeting date has been selected, he is interested in attending the first meeting of this committee.
9. **Follow-Up – What’s happening to our (in county) adult students?**
The group had a brief discussion on credit enrollment decline questions generated and assigned to group members at a previous ESSC meeting.
10. **Other items?**
N/A

Future Meetings

Next ESSC Recruitment & Retention Meeting: October 27th

cc: Dr. Klauber, V. Ippolito