

Enrollment and Student Services Council
October 27, 2022
Meeting Minutes

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

Excused: C. Baer, D. Bittorf, J. Burnett, V. Gratton, C. Ranalli

Minutes submitted by T. Nedimyer

1. **October 13th minutes review/approval**

The October 13th ESSC meeting minutes were approved as written.

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

J. Seiler updated the group that the previous Ad Astra meeting focused on reviewing the project completion checklist, and noted that an internal meeting has been scheduled for October 28th. J. Seiler briefly updated the group that he and C. Fentress met with the CEO of ConexED to discuss issues they were having with the implementation of ConexED. J. Seiler stated that some of the issues discussed included, editing appointment notes, difficulties with students signing into kiosks, reoccurring meetings not showing up on calendars, searching for students without a middle initial, and not being able to rejoin meetings once they are left. J. Seiler further stated that overall the meeting was very productive, and noted he is hoping that as a result issues will be dealt with in a timelier manner. M. Martin provided the group with a brief update on ARTSYS/Quottly, stating that the usability of ARTSYS/Quottly to view course equivalencies is nice, but noted there are still some bugs to be worked out. M. Martin updated the group on Self-Service Student Planning, noting the option for students to upload plans has been disabled at this time, but will be re-enabled once issues have been fixed. J. Seiler added there are issues with courses not matching up with the correct semester, and noted more testing is needed at this time. Dr. Warner inquired if other colleges are having success/issues with student planning in Self-Service? M. Martin noted that he is unsure if other colleges are having success/issues with student planning in Self-Service, but he will check in with other colleges to see how they are doing.

3. **Fall Enrollment**

T. Shank updated the group that Con-Ed enrollment numbers for fall continue to look strong, and noted that she is working on putting together summer youth programs at this time. T. Shank further stated that she is also looking into the possibility of adding summer programs for older kids, but noted she will need to find faculty to teach the programs. T. Shank also updated the group that she recently had a meeting with the United Way of Washington County to discuss a potential partnership.

D. Schoenenberger briefly updated the group that the PALS program has over 400 students enrolled for fall, and noted that she is continuing to work with WCPS to offer classes. Additionally, the group had a discussion on how to integrate non-credit and credit classes through credit for prior learning.

K. Crawford updated the group that fall enrollment numbers are mostly finalized and have not changed much from his report at the previous ESSC meeting. K. Crawford further state stated that

fall enrollment numbers were not as bad as he expected them to be, and noted he recently had a few students register for late start classes. On a separate note, Dr. Warner briefly updated the group on the dual enrollment discussions he has been having with G. Willow. Dr. Warner further stated that G. Willow let him know that by March 10th, 2023 we should have the registration information for the fall 2023 and spring 2024 semesters.

4. **Ongoing - How is Retention Alert working**

A. Auldridge updated the group that the next available appointment to meet with a Retention Specialist is November 15th, and noted that at this time students are being seen by appointment only due to an influx of Retention Alert cases being submitted. Additionally, A. Auldridge noted there has been an increase in students wanting to switch from in person classes to online classes due to mental health issues. A. Auldridge also informed the group that a temp Retention Specialist will be starting November 7th, and noted that hopefully they can assist with seeing walk-in students needing to see a Retention Specialist. Dr. Warner inquired if any data has been gathered on student retention success rates from Retention Alert? A. Auldridge stated that since this is the first semester Retention Alert is being used, we will have to wait until after the semester ends to determine retention success rates.

5. **Potential Ad Hoc Shared Governance Committee for Faculty Advising**

E. Schwartz briefly updated the group that so far three faculty members have volunteered to be a part of the faculty advising committee, and noted the faculty members who volunteer will go through an approval process.

6. **Shortening “Add” date starting FY25 working group**

A. Auldridge briefly updated the group on the potential for shortening the add date starting FY25. A. Auldridge stated that in comparison to other colleges we are more generous with our add date, and noted that some colleges do not allow students to add classes after the semester starts. K. Crawford stated we will wait and see how grades compare for students who added classes during the add period stack up against students who added classes on time, and then decide if shortening the add date is necessary.

7. **Follow-Up – What’s happening to our (in county) adult students?**

The group had a brief discussion on the credit enrollment decline questions that were assigned to group members at a previous ESSC meeting. K. Crawford stated that in-county adult student numbers may be down due to adult students taking advantage of job opportunities and not having enough time to attend classes. K. Crawford further stated that he is working on setting up an adult student information night. The group also had a brief discussion on the Health Sciences and Nursing program enrollment over time document that was distributed to the group.

8. **Other items?**

N/A

Future Meetings

Next ESSC Recruitment & Retention Meeting: November 10th

cc: Dr. Klauber, V. Ippolito