

Enrollment and Student Services Council
November 10, 2022
Meeting Minutes

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

Excused: D. Bittorf, J. Burnett, Dr. M. Hendrickson, J. Mentzer, T. Nedimyer, C. Ranalli

Minutes submitted by V. Gratton

1. October 27th minutes review/approval

L. Montgomery made the motion to approve the minutes, E. Schwartz seconded the motion. The October 27th ESSC meeting minutes were approved as written.

2. Fall Enrollment

T. Shank reported that WSCE fall enrollment numbers continue to look strong. It was also noted that the printed schedule for the winter schedule will be received in mailboxes within the week.

K. Crawford reported on the credit enrollment numbers. Final fall credit enrollment was 3% down in headcount and approximately -0.5% down in FTE. New students were down, while applications were up. Early to College numbers were also down. Acceptance letters are being updated, as are application materials. K. Crawford also provided an update on 2023 Spring enrollment numbers. On 11/09/22 headcount was down 2.5-3% and FTE was down 1%. A. Auldridge noted that many students withdrew on the last day to withdraw 11/07/22. The current wait time for an appointment regarding spring registration, is two weeks.

3. Technology discussions related to enrollment & retention

J. Seiler updated the group that the project completion checklist for Ad Astra continues to be updated. There was a meeting held on November 3rd to review this list. C. Davis is planning to test the import piece the week of November 7th. Another item is to finalize the approver/notification groups, this is 95% complete. There will be a meeting held within the week to ensure that the approver groups are set up and functioning accordingly. The run reports and report subscriptions, according to T. Nedimyer are working. A project touch point call was held on November 8th, it was mostly a Q&A session. A transition call is scheduled for the 16th to discuss Ad Astra support. All events are currently being put into Ad Astra, this will then be pushed over to the building/room approvers. Room approvers will be notified shortly, they have been invited to a training session with L. Renninger and T. Nedimyer at the end of the month. J. Seiler provided an update on ConexED. Appointments are still being double booked, the desire is that by the next update to the software, there will be the ability to update/adjust appointments without having to cancel and recreate the appointment. Dr. D. Warner noted that there will be a group of faculty members selected to test the advising scheduling function for faculty. M. Martin to meet with this group of faculty. It was agreed that ConexED should not be pushed out to the campus community until it is ready. J. Seiler provided an update on ARTSYS/Quottly, noting that equivalency files continue to be updated, ARTSYS reviewed the format for the Baltimore City Community College file, confirming it was good. HCC adjusted our fields in our output to better follow the outlines sent by ARTSYS. Four more CSV files were sent on November 2nd. Six files have been

submitted to Quotly as of now. C. Baer is hoping to get everything uploaded by December. J. Seiler had no updates on Self-Service Student Planning.

4. Ongoing – Update on Retention Alert and outreach (Angie)

A. Auldridge updated the group with the following data points regarding the Retention and Registration Office:

- 175 retention alert cases since the start of this semester
- 60 open cases at the moment – they continue to come in
- 56 students in the office on Monday, 22 came to do complete withdraws
 - 7 complete withdraws from the Nursing Department

The majority of retention alerts submitted are regarding poor attendance and academic progress. Due to the number of Retention Alert cases, time is taken away from walk-in appointments to address these cases. A. Auldridge noted that this provokes the question whether Retention Specialists should focus their time on current students struggling now or on registering new/current students for the upcoming semester. The question also arose why we see complete withdraws, A. Auldridge noted that this is often the result of non-academic reasons, which cause the students to fall behind academically. A. Preston has worked with A. Auldridge to create a survey which specifically asks the reason for the complete withdrawal. This is asked by the Retention Specialist at the moment of the withdrawal. PIE will be sending out a survey to students who have completely withdrawn after the withdraw date. These questions are slightly different, and allow for a less emotional response due to the time passed. This survey has a 14% response rate. A. Preston to bring the preliminary results from this year's survey as well as the results from FA21 semester to the next meeting. Dr. C. Ohl-Gigliotti noted that President Klauber has offered to provide assistance to the Retention & Registration office by hiring two additional temporary/part-time advisors to assist as Retention Specialists. Retention & Registration has hired Tracey Nickel as a temporary Retention Specialist. While helpful, temp advisors come with additional challenges.

5. Faculty Advising Discussion

Dr. D. Warner noted that we must see more progress with faculty advising. Dr. D. Warner noted that he recognizes that there have been some challenges with the technology. The group brainstormed long-term and short-term ideas to further and faster implement faculty advising. Dr. C. Ohl-Gigliotti asked if there was an opportunity to have students go to faculty for advising the week of January 3rd as many student affairs offices will be swamped that week. Dr. D. Warner reminded the group that faculty are a different employee class and are not expected to return until January 11th for workshop days.

6. Nov 4th MACC Transfer Summit Insights

K. Crawford noted that it was encouraging to hear that those within the state are listening to community colleges, while E. Schwartz noted that it was encouraging to hear how much the four-year institutions value and recognize their need for community colleges in the state. L. Montgomery noted that the Maryland community colleges seem to be more aligned than the Maryland four-year institutions. Dr. C. Ohl-Gigliotti noted that it was clear legislators are supportive but unaware of the challenges/details with transfer. Dr. C. Ohl-Gigliotti attended a session on credit for prior learning, where a group of individuals were trying to get a state-wide group to come together to agree upon credit for prior learning. Dr. D. Warner noted that four-year institutions struggle with accepting credit for prior learning, as well as early-college credit. Three proposals were submitted and accepted by HCC: M. Martin, A. Auldridge, L. Montgomery and M. Yaukey presented at the conference, E. Schwartz

presented at the conference, N. Guggisberg had submitted a proposal which was accepted, although it had to be cancelled due to low interest.

7. Discussion regarding credit enrollment & [in county] adult students

J. Bachtell looked at the daily report of course session offerings and created a general summary, L. Renninger looked into Ad Astra to provide more technical data, and A. Preston looked into Fall 2022 data. It was determined that approx. 80% of class offerings start between 8:00am-4:00pm, this may or may not be impacting enrollment of the adult student population. J. Bachtell also noted that 55% of course offerings have a start time between 10:00-2:00pm. L. Renninger noted that the Ad Astra data indicated there are more evening classes scheduled in Spring 2023 than were scheduled in Spring 2022. Another report was pulled to see section comparisons from different semesters, allowing the comparison of attendance in the evening offerings between Spring 2023 and Spring 2022. L. Renninger noted that she was not able to find any trends/patterns. College Hour has impacted the lack of classes offered during the 2:30-4:00pm class time slots. Dr. D. Warner suggested looking at the course offerings, their time slots and enrollment trends, to come up with recommendations. An example being, to move College Hour to Friday afternoons. A small group from this body to potentially look into this and see what recommendations could be made about how the schedule works and impacts enrollment. Dr. D. Warner and Dr. C. Ohl-Gigliotti to discuss this during their next meeting.

8. Discussion regarding Credit Enrollment by Academic Programs & Goals

HCC Fact Book does a great job of demonstrating enrollment data per program from Fall 17-Fall 21. Dr. D. Warner noted that colleges don't grow by cutting programs, curriculum review is important to do, however low enrollment numbers should not mean cutting programs. Dr. C. Ohl-Gigliotti noted that a question that has come up in past is, "are we offering too many options?" as it is thought it may cause confusion for students. It was noted that we have a broad vision that requires us to offer several program options. Rather than limiting the options, it was determined that we should better organize our course offerings. For example, the application can be overwhelming for students regarding what to pick.

VIII. Other items?

Meeting adjourned

Next ESSC Meeting: December 8th

REMINDERS:

Open House: Saturday, April 1, 2023 from 10am-12noon, AC&T Student Center

Future potential topics: Shortening "add" date starting FY25 (agenda for post SP23), QR Codes for Registration or other areas as a Walk-In Apt (Joe), Non-credit Gender and Race Breakdown – FY20-21 comparisons (PIE?), Discussion: Enrollment Management Plan (Carlee); Guided Pathways (Dr. Warner); Credit Financial Aid Census Date starting FY24 Update (Charles & friends)