

Enrollment and Student Services Council – Minutes

Thursday, December 8, 2022 • 9:00-11:00am • Zoom

In Attendance: Mike Martin, Samantha Willard, Dawn Schoenenberger, Angie Auldridge, Christine Ohl-Gigliotti, Kevin Crawford, Eric Schwartz, Rob Rohan, Dana Poole, Kathleen D’Ambrisi, Alison Preston, Karen Hammond, Mary Hendrickson, Joseph Seiler, Stephny Lietuvnikas, Theresa Shank, Chris Baer, Nancy Arnone, Vidda Beache, Jessica Mentzer

Note – Minutes completed by V. Gratton prior to her departure from HCC and C. Ohl-Gigliotti, not as complete as usual.

I. November 10th minutes review/approval

E. Schwartz made the motion to approve the minutes, A. Auldridge seconded the motion to approve the minutes. The November 10th Meeting Minutes were approved as written.

II. Spring Enrollment

- 23/CEWI & 23/CESP Non-credit WSCE Update (T. Shank)
 - Winter schedule just went out via mail– January through the end of March
 - Weekly comparison for FTE year-date, they are slightly behind to where they were last year
 - Extension on Year 2 Grant, this will allow them to award scholarships through June 2023
 - Brunch sponsored by McDonalds – Laura Scafide and Kevin Crawford joined
 - They offer paid internships and tuition assistance
- 23/CESP Non-credit Adult Education Update (D. Schoenenberger)
 - Dawn would like to work with PIE Office
 - 276 in session 1 of duplicated student count, 233 in session 1 of unduplicated student count
 - 463 in session 2 of duplicated student count, 397 in session of 2 of unduplicated student count
 - Retention rate from session 1-session 2 is 74.45%
 - IELCE - currently 8 students that they hope will be successful through the completion now
 - The focus has been ESL – we get double FTE for each student
- SP23 Credit Update (K. Crawford / A. Auldridge)
 - Update from Kevin
 - Spring doesn’t look good right now –won’t have a good idea on enrollment report until the week prior to credit classes begin, currently in the process of deregistering students
 - Students are registering at a slower pace this spring, what we saw last year
 - We will have two weeks when we return in January
 - After we communicate to students that they will be deregistered, students have one week to pay their tuition, they will be receiving phone calls and text messages updating these students
 - Update from Angie
 - Every single R+R appointment to go from 1 hour, now we are offering 30-minute meetings to current students hoping to update their schedules, register for classes – in hopes to offer more appointment times each day
 - Hiccup with ConexED as new students are now able to schedule their initial meets for 30-minutes
 - Temporary Retention Specialist, Tracey Nickel is amazing

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

New Software Updates

- Ad Astra
 - Tyler, Laura and Stephny have been working hard to update Ad Astra
 - Event approvers training at the end of November
 - Working on moving all of the events scheduled in Colleague over to Ad Astra
 - They are currently importing course sections for Spring 2023 credit and non-credit, so that the calendars are up to date
 - Working on training everyone who will be using this
 - They said they would have it ready to go for January, and it is ready a little bit earlier
 - If a class can only be held in a certain room – this needs to be submitted to Laura so that they can create the rules for specific courses to be scheduled in the correct rooms
 - Be clear about class requirements vs. preferences
- ConexED
 - Last meeting was on Nov. 29th
 - While there are still issues, they are confident that this will work well for Faculty Advising
 - Division Directors – Please send Faculty members’ office hours and locations to IT for them to include in ConexED, IT will train and have Office Associates handle this in future
 - We need to ensure that outlook functioning and video conferencing works well
 - Dawn recommended asking Kendra to come to your Division Director Meetings to provide a ConexED Training
- Self-Service Student Planning – Uploading of Pathways
 - Joe has scheduled a meeting with Ellucian to discuss how we can utilize self-service for student planning

IV. Credit – mid-semester processes that will be impacted by end of semester and winter break dates

- Dec 20th noon – grades due, 430 offices close for holiday party
- Dec 22nd-Jan 2nd – offices closed
- Jan 3-4-5: Various student affairs offices will be running the following fall end of semester processes: Academic Dismissal, Pre-Requisite Reports, Financial Aid SAP. Students will be dropped from spring classes and notified, some will appeal.
- December 20th, Jan 3, Jan 10th EMRs will be off by a week or two compared to FY22

V. Ongoing – Update on Retention Alert, outreach, and withdraw survey preliminary data results (Angie & Alison)

- Angie reiterated that retention alerts continue to pour in with great volume
- ConEd and Adjunct Faculty need to be better communicated to about the purpose of Retention Alert
 - To discuss at the WSCE and Student Affairs Meeting on 12/15/22

VI. Update - Faculty Advising Working Group & Conex Ed (Eric, Mike)

- Show and Tell of ConexED is scheduled for workshop week, January 13th from 9:00-9:45am. Mike would strongly encourage Division Directors to ask their faculty to attend. Trainings will then follow the initial “show and tell” of the product to faculty members. ConexED will need to be utilized by the date registration opens for Summer and Fall 2023, March 31st 2023.
- Eric offered to communicate the ConexED training in the Workshop week to all faculty members encouraging their attendance.

- Mary would like to see a systematic plan with deadlines and dates to ensure that faculty members are trained and students are communicated to about these new processes
- Mike made the comment that we need to begin teaching new students how to use ConexED
- Faculty Ad Hoc Committee Kick Off meeting is scheduled for next Friday, December 16th
 - Robin Hill, Margaret Yawkey, Rich Campbell, Linda Cornwell, Angie Auldridge, Mike Martin to serve on this committee
 - Mary Hendrickson requested that a division director be represented on the group as well
 - Division Directors in agreement that they would like to be included in the Ad Hoc meetings, for their awareness. They will need their own specific trainings, as they will be the ones managing their faculty members' use of ConexED.
 - Brendan Rose is the Project Manager for this company, so they could reach out to him for trainings
 - Joe Seiler ensured the group that they will be trained on the product, however they have been holding back on their trainings until the product is where it needs to be. IT has been working with this company to assist in building the product.
- Faculty Advising Working Group
 - Mike would like to look to faculty members for their feedback and opinions

VII. New – Fall 2022 Census Enrollment Numbers Report to MHEC/IPEDS (Alison)

- Based on September 19th census date
- Middle College students are now reflected under the Degree-Seeking Undergraduates section rather than the Dual Enrollment section
- Much of the data reflected is stable in Alison's opinion
- Discussion arose around having an advisor on campus, who could respond to the questions and needs of online students