

Enrollment and Student Services Council – Minutes Approved

Thursday, September 14, 2023 · 9:00-11:00 am · STC-182

In-person attendance: Kathleen D'Ambrisi, Dawn Schoenenberger, Mike Martin, Marti Grahl, Theresa Shank, Natalia Kennedy, Jaime Bachtell, Charles Scheetz, Christine Ohl-Gigliotti, Beth Kirkpatrick, Eric Schwartz, Nancy Arnone, Kaprece Smith, Laura Renninger, Kevin Crawford, Chris Baer, Angie Auldridge, Dana Poole, Lauri Montgomery, Mary Hendrickson

Zoom attendance: Heike Soeffker-Culicerto, Carlee Ranalli, Alison Preston

1. Welcome (Kevin-2 min)
 - a. Identify a Notetaker - Christine OG volunteered. Note – the “DRAFT” watermark does not appear on Microsoft Teams documents.
2. Approval of Minutes (Kevin-2 min) - Lauri M. motioned, Dawn S seconded, all approved. Minutes of prior meeting approved.
3. Feedback/Review – Summary Results of Previous Meeting (Carlee-15 min)

Carlee R thanked everyone for their feedback and gave an overview of the results. Dawn provided clarity that she will fill up OneDrive for the next meeting shortly after the last meeting. This will include information shared in the meetings. See document in OneDrive.

4. IT Information and Questions (Joe-15 min)

Dawn S asked questions about ConexEd for clarification, based on a 9/7/23 email shared. Several points are related to Retention & Registration concerns encountered, some gathered from attending academic division meetings. Angie noted that until they upgrade their platform, we will continue to have problems with video appointments. Joe noted the update is supposed to be rolled out tomorrow; things may look different, but this will not resolve the video issues. Some departments are not using ConexEd although they are within the student support directory; Joe asked to discuss how to treat this. Dawn suggested the topic be addressed outside of ESSC since the issue relates to academic departments. Joe excused himself after his report.

5. New Student Orientation Presentation (Natalia-15 min)

Natalia thanked everyone for their participation and support. Faculty/staff survey was sent out. Gave prior orientation numbers, in person and zoom. This year's NSO numbers are much higher by at least double - with Thursday - 284 students and 408 guests – and -Friday 276 students and 420 guests. Did pre-orientation assessment and post. Gave overview of results and discussion occurred. Early College data was broken out and it was suggested to determine how many attenders were full-time versus part-time. The new online orientation numbers to date – 223 enrolled with 103 completers and 60 students not completed (this orientation was rolled out the Wed before classes, other students completed the prior online orientation that was available until the new online orientation was made available). Gave breakdown of in person orientation student attenders by division; it was noted the English & Humanities may be inflated due to inclusion of General Studies. See document in OneDrive.

6. Purpose Statement – Vote (Kevin-10 min)

The prior draft statement presented in August was shared along with others submitted and recently drafted. After much brainstorming and editing, two statements were voted on and one won by a large majority. This was the final statement decided upon by most members: *“Our purpose is to collaboratively examine enrollment and retention goals as a cross-departmental team, recommending practices and procedures that support students, from the initial recruitment stage through the successful completion of their educational journey.”*

7. Enrollment Pipeline Presentation/Discussion (Kevin, Angie, Jaime, Beth, Marti-30 min)

Kevin led this discussion. Beth shared the Enrollment Pipeline document from Interact that this was based on (this document is just an introduced as a tool, was not shared with the group on OneDrive). Kevin reviewed thoughts from a small group of ESSC members who met to review (including Beth, Marti, Angie, Jaime, and Kevin). See document in OneDrive. Discussion occurred about how to best move forward with reviewing this information in smaller groups and in the most productive ways. Dawn S emphasized that ESSC should be an action group. Dawn is working with others on a process with the Testing Center which may make the feedback there a moot point. Dawn also noted a state-wide MACC change in the GPA standard used for the community college readiness (currently a 3.0 for HCC) may be on the horizon, coupled with the yet undetermined MD Blueprint College Readiness Standard, may change how we do some things. This is to be determined. Chris mentioned math curriculum issues that he feels should be addressed by the Curriculum Committee; others agreed but the ESSC is not necessarily the right place to discuss. Theresa suggested the group identify the easiest issues to address that are also areas of passion for the group to tackle early on. Dawn suggested the group identify three categories. The first identified was Admissions. Angie noted that 70% of HCC students change their major. The second identified was Academics -scheduling of classes. Christine noted a past ESSC group looked at scheduling and nothing was resolved; Laura R also has data. The third identified was Registration. Dawn suggested the list is not comprehensive since a small group worked on this; others agreed. It was agreed a OneDrive document will be created so the group can add as they feel the need.

8. Assignments, Next Steps (Kevin-15 min)

- a. Identify Group Lead for Oct. Meeting Marti Grahl volunteered
- b. Identify a Notetaker for Oct. Meeting Christine volunteered if she is able.
- c. Others Assignments & Next Steps Dawn will create Oct meeting folder

9. Other – No items