

Enrollment and Student Services Council Minutes

Thursday, January 18, 2024 · 9:00-11:00 am · STC-182

Purpose Statement: 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.

Group Lead: Laurie Montgomery

Note Taker: Dawn Schoenenberger/Dana Poole

Meeting Minutes

1. Welcome

Laurie welcomed everyone and started the meeting at 9:03 am

2. Approval of Minutes

Charles motioned to approve; Chris seconded.

3. Feedback/Review – Summary Results of Previous Meeting

Carlee shared the results-reminded members to complete the form and stated that she would send out link more quickly after meetings.

4. IT Information and Questions

Ad Astra – There was an update to support O.A. responsibilities. (Office hours).

Question: Who do we contact about rule changes about scheduling – Sarah Elliot with a copy to Stephny M. Lietuvnikas

Dawn update: we have heard from Dep. of Ed. We are submitting request for funds for AdAstra. - We anticipate having an agreement with AdAstra at the end of January. Mid- March is more likely for implementation. Stephny will assist Sarah with figuring out rule changes

Conexed: - Shared appreciation for our implementation team.

5. Open House Update

REMINDER: Spring Open House – Sat, April 13th, 11am-1pm, ARCC

The planning committee will start regular meetings soon - to join, contact Lee Romilda:

Kevin/Sam, Heather B, Beth K, Mike M, Dana P, Laurie M, Christine/Lee (chairs). Christine shared the following:

- Committee is meeting 1/25
- Requests will go out for logistical information (ie. outlets, number of tables)
- Suggestion that the open house include students (Athletics, Student clubs)
- There will be food at this event.

6. Registration subgroup Summary of last meeting

- Discussion centered on the name of department and positions – There is a plan to do some research by expanding the focus group project
- Second – Signage to be able to find places on campus
- Discussion of parking and signage – D. Poole asked about making signed bilingual and Heike I. Soeffker-Culicerto said she would follow up
- There is and will be a continuing discussion of responsibilities across campus offices and a revision of the responsibility list
 - The roles of retention specialists are changing so there will be intentional and natural changes
- Another topic of discussion was a change to internal process – Two retention specialists are seeing appointments, two are seeing walk-ins, one is seeing virtual every day.
- J. Seiler followed up and said that he could support this with ConEx Ed messaging
- C. Baer – There were a number of outstanding Dual Enrollment grades that were late and are coming in today.
 - There was a discussion of the process.
 - Concern – There may be dual enrollment students academically dismissed. This is something that needs additional discussion.

7. Assignments, Next Steps

- a. Identify Group Lead for Feb. Meeting: Dawn
- b. Identify a Notetaker for Feb. Meeting: Mary
- c. Other Assignments & Next Steps were discussed and ESSC will pause on the work initiated for several initiatives to regroup, reassess, and to develop a reasonable timeline for departments, specifically IT

8. Academics

- a. Notes: Kathleen, Mary, Karen, Laurie, Stephny, Joe, Eric, Dana, Angie, Nancy, Charles, Theresa, Marti, Dawn., Carlee, Chris
- b. Academics – Dawn
 - i. Question about changes triggered by the merging of divisions.
 1. This does not impact transcripts
 2. There are a number of IT related items in colleague that are impacted by the change. - suggestion that we merge moving forward based on catalog year and not back fill.
 3. There was a vote from stakeholder to make the changes for Catalog year 24/25

Faculty Advising

- The Student Planning Module
 - o A student's program will populate into Self-service for them to plan their semesters through to completion.
 - o FYE will be updated to include this tool to reinforce student usage.
 - o There may be the addition of a faculty advisor card that pops up for students.

Meta Majors -

- Division Directors were asked to think about what makes most sense.

AdAStra – Won't be implemented until mid-March

- We need consistent processes to prepare for AdAstra
 - o CAP changes will now go through a workflow
 - o Suggestion about setting perimeters around cancelling classes – We will set a date for class cancelling and exceptions. A group will meet to discuss
 - o Discussion about a group forming to make changes to payroll processes
 - o L. Montgomery suggests:
 - pulling data around student success (ie. students who enroll late)

Credit for Prior Learning

- Continuing Ed is making a list of potential existing credit for prior learning between WSCE & credit programs
 - o There will be meetings called with Division Directors and Faculty/Coordinators to start the project.
 - o The model of CCBC is a resource

Deans position update:

Potential Responsibilities -

- Oversight of two workers
- Outcomes Assessment
- 5-year review
- AdAstra
- Credit for Prior Learning
- Directive to look at programs to add the First Year Seminar course to pathways

9. Other – next meeting February 1, 9:00-11:00 am, STC 182