

Enrollment and Student Services Council

Thursday, February 1, 2024 · 9:00-11:00 am · CPB 211/213

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: ?

Note Taker: Hendrickson

Recorder of Pause-Identify-Plan: Marti Grahl

Members in Attendance: Nancy Arnone, Angie Auldridge, Jaime Bachtell, Vidda Beache, Kathleen D'Ambrisi, Marti Grahl, Karen Hammond, Mary Hendrickson, Beth Kirkpatrick, Stephny Lietuvnikas, Mike Martin, Laurie Montgomery, Christine Ohl-Gigliotti, Alison Preston, Dana Poole, Carlee Ranalli, Dawn Schoenenberger, Eric Schwartz, Joe Seiler, Theresa Shank, Kaprece Smith, Heike Soeffker-Culicerto

Meeting Minutes

1. **Welcome:** Dawn Schoenenberger
2. **Approval of Minutes**
 - a. Motion to approve: Kaprece Smith
 - b. Seconded: Theresa Shank
 - c. Outcome: Passed
3. **Discussion of Survey Summary Results of Previous Meeting**
 - Appreciation of: the opportunity for collaboration among IT, Division Directors, Student Affairs on matter of reporting grades and dropping students in Early College; the Open House format was updated, and a timeline developed; taking stock of goals achieved and future topics; discussion about reorganization of Exercise Science programs/plan.
 - Do not want to change: Collaboration that occurs with VPs, Division Directors, IT, student affairs; The great work of Angie/advising in being flexible and changing methods to suit student needs.
 - Confusing points: Need for priorities to be communicated clearly to those affected.
 - Steps to move forward: Pause, reflect, prioritize; consider IT's (and other staffs') total workload in setting timelines; Designated meeting notetaker?

- Specific action items: Subgroup goals compared with strategic plan; Add first-year seminar to co-requisite for developmental classes; Registration group needs to discuss workload and duties of Student Affairs offices when Kevin returns.

4. Discussion of IT Information and Questions

A, **ConexED**: Early Alert System capacity discussed. Pulls from D2L to alert staff of low student performance

B. **Ad Astra** (Room Scheduling)

- New platform migration
- Customizing Reports in legacy platform
- Ad Astra (Class Scheduling)
 - Implementing new data modules

Non-credit scheduling issues were discussed

5. Discussion of Issues from Subgroups:

- a. The Dean of Instruction job description was reviewed. Job being advertised.
- b. Credit for Prior Learning (CPL):
 - Theresa said that there will be meetings held with program faculty and directors to discuss courses in Continuing Education that may match with credit courses. Exercise Science may be one such area.
 - CPL can be used for marketing and recruiting
 - Nursing provides some credit for those who have a military background
 - Dawn said that ownership of CPL is not housed in one location. The new Dean of Instruction will have CPL in job duties.
 - Chris Baer has been suggesting potential matches of student backgrounds with credit courses.
 - Theresa suggested that staff from CCBC, which has a good model of CPL, could be invited to give a faculty workshop on how the system there works. There was support for this idea.

6. Priorities were discussed: Marti Grahl arranged the priorities into a Pause-Identify-Plan format:

a. Current Initiatives & Projects

i. Retention Plan

GOALS: Align with HCC Strategic Plan. Improve retention rate.

METRICS: Persistence and completion increase. Returned engagement.

POPULATION: Credit, WSCE, PALS

RESOURCES: Strategic planning committee reports and action

plans (Dana, Angie, etc.). HCC Fact Book.

WORK: Plans made, focus groups, focus groups now expanding

1. Retention Tool with ConexEd
2. SDV requirement for new students first semester (FA25)

ii. **Early College Initiatives**

GOALS: Acquiring NACEP certification. Student plans that support post-secondary goals. Guidebooks for pathways. Improved staff communication. Liaisons in place.

METRICS: Completion of guidebooks. Defined methods of communication for all. Liaison pipelines working efficiently.

POPULATION: WCPS, other ECAP/ECDP students

RESOURCES: Blueprint committees, NACEP accreditation guide

WORK:

1. Early College Admissions Application
2. Blueprint – ECAP/ECDP (Registration improvements)

iii. **Advising**

GOALS: Smooth student advising and referral processes through appropriate pathways for all students

METRICS: Smooth transition between new students in Retention and Registration, returning students to faculty advising, cohort students (DSS, ECDP, etc.) with proper staff support

POPULATION: faculty, credit, and non-credit students,

RESOURCES:

WORK:

1. ConexED – Scheduling
2. Student plan approval tool for faculty
 - a. Loading plan for new, current, and transfer students
 - b. Training
3. Assignment of students to faculty

iv. **Self-Service Changes**

GOALS:

METRICS:

POPULATION:

RESOURCES:

WORK:

1. Single Sign On implementation
2. Using Sample Degree Plan

v. **Recruitment**

GOALS:

METRICS:

POPULATION:

RESOURCES:

WORK:

1. Application modifications – include Meta Majors
2. Promoting non-credit workforce development programs
3. Review of website – organization for faculty, staff, students (and accessibility)

b. Large Projects / Parking Lot

- i. Middle States
- ii. Blueprint and NACEP Certification
- iii. Informer Reports (Growing?) - reports can be developed as needed
- iv. Review of Student Affairs Roles
- v. Credit for Prior Learning

5. Assignments, Next Steps

- a. Identify Group Lead for March 14 Meeting: Theresa Shank
- b. Identify a Notetaker for March 14 Meeting: TBD. Dawn will check into options for a dedicated staff member to take notes,

Next meeting March 14, 9:00-11:00 am, STC 182