

SBVC

Enrollment Management & Student Equity

August 14, 2018
 1:00-2:30 p.m.
 President Conference Room

Minutes

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

Members:

	A	P		A	P
Eleanor Baylon – Student Rep			Heather Johnson		
Yvonne Beebe		x	Kathy Kafela		
Mary Bradley		x	Terry Long		x
Paul Bratulin			Dr. Craig Luke		
Dr. Stephanie Briggs		x	Joshua Milligan		
Keynasia Buffong			Ernesto Nery		x
Raymond Carlos			Joseph Nguyen		x
Yancie Carter			Patty Quach		
Marco Cota			Maria Del Carmen Rodriguez		x
April Dale-Carter		x			
Abe Fulgham			Dr. James Smith		
Christie Gabriel-Millette		x	Dr. Scott Thayer		x
Keenan Giles			Mary Valdemar - Senate		
Alicia Hallex			Raquel Villa - CSEA		
Ron Hastings		x	Dr. Kathryn Weiss		
Alfonso Hernandez			Sharaf Williams		
Cindy Huerta					

TOPIC	DISCUSSION	FURTHER ACTION
<p>1. Meeting Charge and Composition</p>	<p>Handouts Introductions- Review document: Charge for the committee Dr. Long – VP of instruction should be included on the committee. EM and SE committee should not be combined. Dr. Briggs – It was not always this way-EM and SE committee should not be combined. Came to be under past VP president (Damen Bell) Dr. Thayer – EM should be more comprehensive. Last year was heavy on the Outreach enrollment. We need to do edits to who should sit on committee; what is the goal for the committee. Dr. Briggs - Historically VPI was lead for EM. Long – EM and SE has two different goals; or should have. Dr. Thayer: The focus of EM has shifted; sounds like its been that way for the last few years. We can help educate others around campus what all these numbers mean... FTES etc. We need to update the EM plan; get into the role that each individual plays in the EM committee. Dr. Briggs: We treat SE as a side bar and it cannot be treated this way. Beebe – so will we be separating the committees? Dr. Thayer: we will revisit this at next meeting and decided on this.</p>	<p>Draft for review</p>

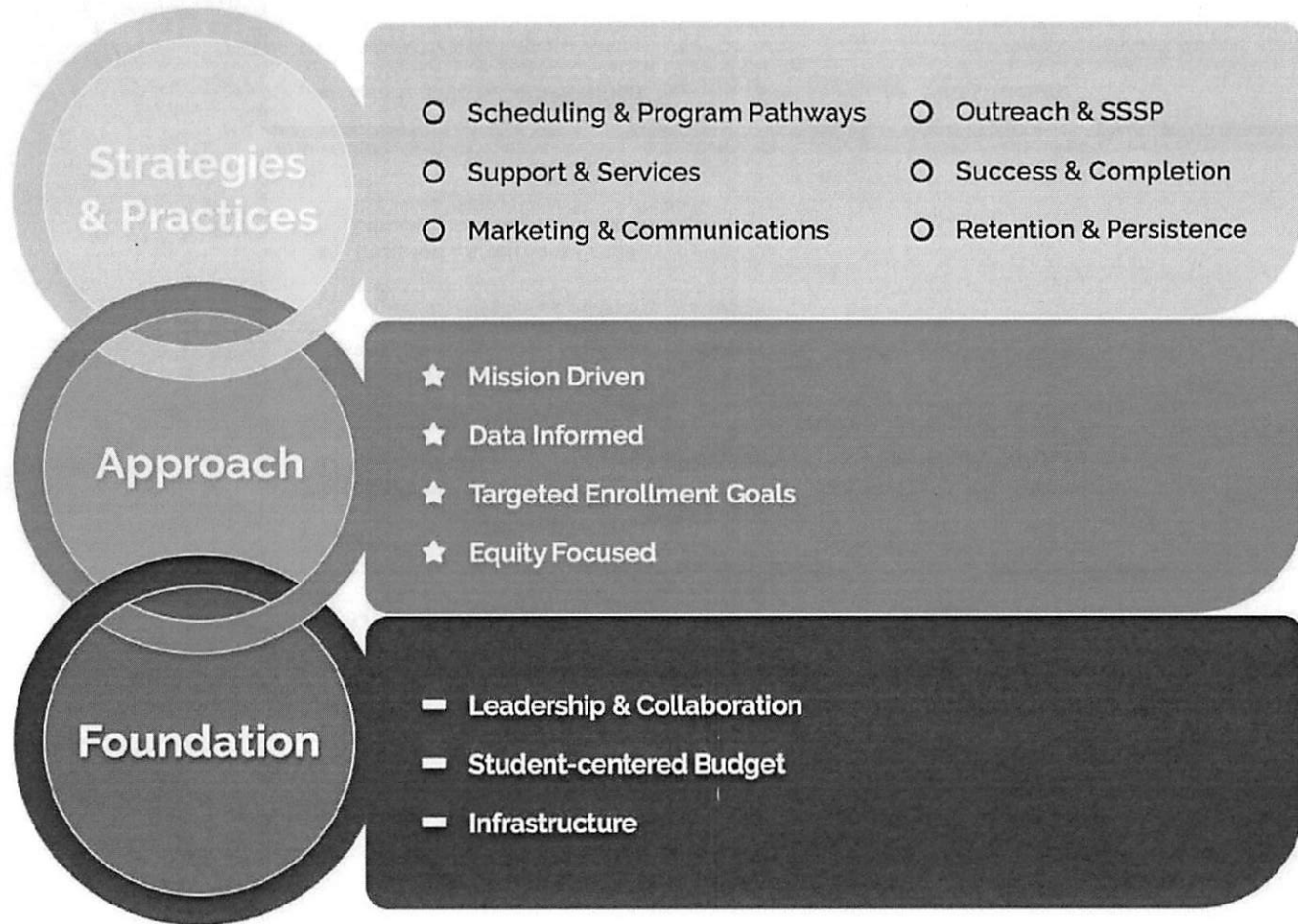
	<p>Everyone is in agreeance that SE is getting the short end of attention. There is more that can be done in SE but the focus is more on EM.</p> <p>Long: SE and basic skills can be streamlined together. Cultural relevant teaching would benefit students; focus on closing achievement gaps.</p> <p>Dr. Thayer: Maybe we could extend this meeting and add to the agenda in order to cover SE and EM. We have had reorg in both areas: student serves has added dean of equity and we have added dean of academic and success services. Now we have additional people; this is a good time to look at committee and give it the attention is needs. We have to report how we spend funding and how we coordinate our efforts.</p>	
<p>2. Enrollment Update (EIS) Report</p>	<p>Dr. Thayer: April 16th – started enrollment for SP/Fall; extended enrollment but we don't have an indicator of how we are doing because this is the first time we have done it. EIS numbers are based on this year only. We saw a drop in registration because 'add codes' where not working. Web advisor crashed....which caused the dip in registration. We should have an upward swing as this problem has been corrected.</p> <p>Gabriel: System was overloaded with add codes; this is what Andy is saying; this caused the crash.</p> <p>Nguyen: What are we telling the students? They should be informed of the issues.</p> <p>Dr. Thayer: It sounds like students are reaching out to faculty if they are having this problem; it's being handled on a case by case basis. Division faculty is communicating with students. Deans and AR are getting it on the front end so we just need to inform the staff.</p> <p>Dale-Carter: The staff is aware.</p> <p>Dr. Thayer: We seem to have system, knowing that the system is going to fail.</p> <p>Long: We cancelled a lot of sections on last week. At the same time we are adding other sections. We are watching enrollment. Deans have been advised if enrollment in class is low; cancel class and re-direct student. We also have late starts.</p> <p>Dr. Briggs: In our division when we cancel a class we do inform our students by email and we direct them to other places and inform them that we are doing late start classes. It's challenging offering a last start class when we do not know if a classroom will be available.</p> <p>Beebe: Cancelling a class after it starts is not encouraging to the students.</p> <p>Long: That's a call that the faculty chair and deans need to make.</p> <p>Dr. Thayer: We will be watching to see if the 'add' codes are now working. If so we should see a bump up in the FTES.</p> <p>Long: If you cancel a class, the waitlist disappears. Multiple conversations going on.....</p> <p>Beebe: What is funding for the success center? We are constantly telling our students to be sure to log in so that we can show there is a need for the center. So when is funding going to go into action?</p> <p>Long: There are general funds going into the success center.</p> <p>Gabriel: EIS is going away and you will have 'BICs' in the Oracle system. You no longer will be able to go into EIS and pull your own data.</p> <p>Dr. Briggs: Will we be able to go into BICs and pull data?</p>	

	<p>Dr. Thayer: We do not have the answer to that as of yet.</p>	<p>We will revisit this issue at the next meeting.</p>
<p>3. Enrollment Management Goals</p>	<p>Dr. Thayer: Fall FTES Target 1.5% growth – 4,600 (over 17-18); short of 300 FTES. Everyday historically we go up until we hit that target. We may have to do short term courses; there are other ways we can hit the FTES. Email campaign to students....concerning registration; marketing going on; Paul will talk about this when he returns. Beebe: Does everything work the same here as it does at Crafton? For instance my 108, are the classes at Crafton equivalent to the classes here? Dale-Carter: Not necessarily. Beebe: What about registration? If they are enrolled over there they can register in our classes? Dale-Carter: No they have to apply. Applications are totally separate. Dr. Thayer: District system is the same; however, getting into classes is individualized on each campus. Obviously we gave a growth goal. Retention- how to keep students once we get them. We have work group looking at student debt; has been monitoring student debt based upon the new instituted rule. If under \$200 student can register; must be prior to registration. Payment plans for students-being considered. This is for enrollment fees only. Optional- there is a fee for students to sign up for this payment plan. Dr. Luke: Prior to this, we had a payment plan of our own. Dr. Thayer: It use to be same day payment; the system has is set up that even though you pay your monies it will not clear you to register; only A/R can do this. That is the issue with our system, which is why we are looking for a 3rd party to manage student debt. Beebe: When does it go into place that FA will pay student fees before reimbursement? Dr. Thayer: What is going on with delay in fees being applied to students account before disbursement? Nery: District cannot get it together. Dr. Briggs: So some of our students may not be getting FA until end of month? This causes a problem for the students. Dr. Thayer: Worst case scenario if we distribute funds and student does not meet requirements for FA then we will have to pay monies back to the state. We have to chase students for monies. Beebe: What percentage of students will get FA disbursement on Friday? Nery: less than 50% Dr. Thayer: what can we do best to service the students? Dr. Luke: We have resources and we can serve students properly. We keep meeting and meeting and nothing is resolved. Students look at us like can we get it together; students expect us to know how to help them succeed.</p>	

	<p>Challenges: Faculty not aware of FA disbursement Get the students the resources they need; when they need it.</p>	
<p>4. Work Groups (Retention, Student Debt)</p>	<p>See number 2</p>	
<p>5. Other</p>	<p>Dale-Carter: who is sending students' bill for fees that are due? Students are receiving invoices and we do not know where they are coming from? Students are sending checks to district and district is forwarding to us; however, district does not know who is sending out these invoices????</p> <p>Updates: Nguyen: welcome week 7-9 a.m. give students' direction/instructions. (5-7 p.m.) 1 Saturday of the semester (7-10 a.m.) Seem about 200 students- table in front of school. Should have info kiosk open from day one and stay open.</p> <p>Dr. Thayer: we will track numbers; would like to know what students are coming to tables for.</p> <p>Gabriel: reach out to entire campus to work tables</p> <p>Dr. Thayer: we will expand this; 944 RSVP for NSW; about 700 students showed up for NSW more than last year.</p>	
<p>6. Adjourn</p>		



ASK-SEM Organizing Framework





ASK-SEM Organizing Framework



- **Scheduling & Program Pathways**
Clearly defined program pathways that lead to concise student education planning, and class schedule development.
- **Support & Services**
Wrap around support services that promote student success e.g., counseling, education and career planning, tutoring, appropriate assessment, and just in time orientation.
- **Marketing & Communications**
Market analyses and varied marketing strategies that focus on targeted student groups, promote educational value, and position the institution as reputable.

- **Outreach & SSSP**
Focused recruitment and admissions policies, processes and practices that ensure students enroll and move toward success and completion with ease.
- **Success & Completion**
Scalable strategies and interventions that improve student success and completion outcomes e.g., high school bridge programs, articulated pathways.
- **Retention & Persistence**
Strategies and interventions that improve course and program retention and persistence e.g., learning communities, early alert, tutoring, accelerated classes.

- ★ **Mission Driven**
Clear SEM purpose and enrollment goals that are linked to the college strategic goals and mission.
- ★ **Data Informed**
Widely available, current and reliable retrospective and prospective snapshot and trend data e.g., enrollment, outcomes, demographics, community, and labor market demand.
- ★ **Targeted Enrollment Goals**
Enrollment goals for targeted student groups e.g., First-time, CTE, online, basic skills, and URM groups.

- ★ **Equity Focused**
Strategies, interventions and attitudes that seek to close gaps in access and achievement.

- **Leadership & Collaboration**
Intentional and collaborative efforts to plan and manage the efficacy and quality of programs and services, and optimize enrollment, fiscal viability and student success.
- **Student-centered Budget**
Budget decisions and processes that clearly support student success and fiscal viability.

- **Infrastructure**
 - Ubiquitous access and use of technology that delivers efficient processes, reliable data and information, quality instruction, and valuable support services.
 - Policies and procedures that support enrollment, student success, and fiscal viability.
 - Facilities that accommodate program and course needs efficiently.

SOAR Analysis for SEM Project

Strengths focus on the things the college does well and wishes to enhance, scale up or leverage. These are the things that are unique to the college, highly valued by students and other constituents, and produce positive outcomes.

Opportunities focus on the things the college needs to improve in order to better facilitate student success, optimize enrollments and/or sustain fiscal viability.

Aspirations convey a desired future or a vision for how the college wants to serve its community (e.g., enrollment and success) over the next 5-10 years.

Results are the ways in which progress towards the college's desired future will be demonstrated.

EMAIL SENT MONDAY August 27, 2018

TO: All Faculty

FROM: Dr. Scott W. Thayer, Vice President of Student Services
Dr. Terri Long, Interim Vice President of Instruction

DATE: August 27, 2018

RE: Registration Issues: Add Codes

There have been some issues with the “add codes” that were initially provided for students to register for classes this semester. Some students were unable to register for their classes using the “add codes”. Please make sure to check your class rosters and verify that all students attending class are registered in your course.

Students who do not appear on your class roster and have been attending your course should go to the Admissions and Records Office (ADSS-100)

If a student has attempted to use an “add code” to register for your class and the “add code” is not working; students should do the following:

1. Bring the “add code” to Admissions and Records to register for the class
2. Admissions and Records will assist the students with registering for the class

REMINDER

The last day for students to use the “add codes” provided by instructors to register for fall 2018 (full term 18 week courses) was Friday August 24, 2018.

We have **extended the deadline to Friday August 31, 2018** to accommodate the students.

Any adds after the deadline will require a “Late Add Petition”.

EIS Daily Snapshot

These numbers are for internal use only.

San Bernardino Valley College (August 28, 2018)							
Term	# of Active Students	# of Active Seats	# of Resident Seats at Census*	# of Non-Resident Seats at Census*	Resident FTE*	Non-Resident FTE*	Total FTE*
2018FA	13,391	33,727	32,101	1,718	4,250.60	228.01	4,478.61
2017FA	12,937	33,057	35,570	1,641	4,612.17	204.25	4,816.41
2018SM	6,356	10,991	11,530	575	1,373.46	62.39	1,435.84
2017SM	6,098	9,270	10,038	358	1,319.27	44.08	1,363.35
2018SP	12,790	34,110	36,546	1,723	4,618.22	202.54	4,820.77
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2016FA	12,113	29,919	32,293	1,242	4,367.94	160.54	4,528.47
2017SM	6,109	9,308	10,006	394	1,319.29	57.22	1,376.51
2016SM	5,728	8,506	9,206	284	1,249.80	36.51	1,286.31
2017SP	12,515	31,343	34,270	1,369	4,555.94	174.82	4,730.76
2016SP	12,021	29,794	32,619	1,076	4,418.33	141.84	4,560.17

DRAFT

REVIEW
for
Updated Version



San Bernardino Valley College
Enrollment Management and Student Equity Committee

Charge

The Enrollment Management and Student Equity Committee serves in an advisory capacity to the President's Cabinet regarding enrollment. The committee is responsible for reviewing internal and external assessment trend data as it applies to enrollment planning, researching and reviewing successful models of recruitment and retention programs, projecting enrollment growth/decline, projecting academic and student support service needs based on enrollment trends. The committee makes recommendations regarding recruitment and retention strategies, in the annual updating of the Enrollment Management Plan. The committee reviews and regularly updates the Student Equity Plan. Both Plans are forwarded to College Council for review.

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Membership

Membership is comprised of the Vice President of Student Services or designee, ^{VPI} Dean of Counseling and Matriculation, two Deans from Instruction, Dean of Research, Planning and Institutional Effectiveness, Director of Financial Aid, director of Admissions and Records, and Director of Marketing and Public Relations, Student Success and Programs Coordinator, and other interested faculty, administrators, staff and students.

→ Dean of Academic Support
Dean of Equity

BSI / SE / SSSP

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