

SBVC
Enrollment Management &
Student Equity

September 10, 2019
 1:00-2:30 p.m.
 President's 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
Diana Z. Rodriguez	X		Joshua Milligan	X	
Dr. Scott Thayer		X	Justine Plemons		X
Dina Humble		X	Kathy Kafela		X
Alicia Hallex	X		Keynasia Buffong	X	
April Dale-Carter		X	Marco Cota		X
Ariel Davis	X		Maria Del Carmen Rodriguez		X
Christie Gabriel-Millette		X	Mary Valdemar - Senate	X	
Dr. James Smith	X		Particia Quach	X	
Dr. Kathryn Weiss	X		Paul Bratulin		X
Dr. Raymond Carlos		X	Raquel Villa - CSEA	X	
Dr. Stephanie Lewis		X	Sharaf Williams		X
Joanne Hinojosa		X	Yvonne Beebe	X	
Joseph Nguyen		X	Tammy Allen	X	
Quincy Brewer	X		Yancie Carter	X	
Keenan Giles	X		Ron Hastings	X	
Stephen Lee	X		Dr. Craig Luke	X	
Gloria Kracher	X				

TOPIC	DISCUSSION	FURTHER ACTION
1. Opportunity Drawing	<ul style="list-style-type: none"> Student names will be picked at the end of meeting Alejandra Macias 943700 (ticket #) Francis Elizabeth Seria-Ortega Monique Wilson (Backup for iPad 1) Patricia Reyes (Backup for iPad 2) 	
2. 25 th Hour Communication	<ul style="list-style-type: none"> Worked with California Community Colleges Brand of community college league Enrollment Process Review Have students from all different walks of life to provide feedback Stephanie: SBVC Rep <ul style="list-style-type: none"> Add text on Assessment website to inform students of changes. Information on the SBVC webpage is outdated. <p>WEB AUDIT</p>	Presentation attached

	<ul style="list-style-type: none"> ○ Faculty and staff not responding to student inquiries in a timely manner or responding with conflicting information from others in the same department. <ul style="list-style-type: none"> ▪ Chain of command to advise of need to respond. ▪ Recommend auditing which departments have student workers and which do not. • How to ensure each student knows they should pursue cert or degrees to increase the FTES rates. • FAFSA Language can be confusing to students and parents. <ul style="list-style-type: none"> ○ FA Department to review and update ○ Break down jargon. • It's easy for a user to get lost within the SBVC Webpage and not know how to get back to where they started. <ul style="list-style-type: none"> ○ Creating breadcrumbs so that students can get back to where they started. <p>Questions: Will we have the opportunity to interact with the people to provide information on some of the things that you spoke about?</p> <p>Yes, the point of contact is Paul.</p>	
<p>3. Enrollment Management Update</p>	<ul style="list-style-type: none"> • September 9, 2019 was census for the majority of fall classes. • FTES is up from last year. 	

4. Promise Update

- Students are completing 4th week, counseling appointments, workshops and volunteering at community events.
- We did get an invitation to help out with the Route 66 Event again.
- 1,334 students First-time, full-time students.

It's a campus community effort, thank you! The majority are first-generation college students so let's make sure they're successful, going to classes, and feel supported.

- We are already recruiting for next year; staff is working on outreach so it will get heavy.
- Let's figure out where do we help if a student is struggling.

Where are we on getting a system where student fees and registration is automatically taken out of their financial aid?

We should have a consistent money managing workshop to inform students on what to do with their financial aid money. Real-life application on how to budget. Help build an understanding on what their responsibilities are with funds received.

Financial literacy component in place.

Are there any ways to have an ATM to have on campus where student don't get charged?

What bank issues the checks so that we can refer students to cash their checks cashed through them at a low cost.

WORKGROUP:
Financial Literacy to make available to students - Stephanie, Joanne, Paul, Sharaf, Sam Trejo

Follow-up with TESS

<p>5. Student Equity - Carmen Rodriguez</p>	<ul style="list-style-type: none"> • See disproportionately impacted students handout • Work as a group to identify • Outcome is to close that gap; how are we going to do that? • We have to be at or above the target number <p>Definitions can be listed for clarification on student equity plan.</p> <p>A systematic way of tracking students needs to be created.</p> <p>We are working on a Customer Research Management (CRM) system.</p> <ul style="list-style-type: none"> • We need to document what we need, target populations, and getting to goals 	<p>Research student tracking systems and what we need to implement successfully.</p> <p>Follow-up: Meet with TESS</p>
<p>6. Workgroups: Retention</p>	<ul style="list-style-type: none"> • Charge - Engagement factors to keep students • Sort out what retention looks like. 	<p>WORKGROUP: Retention - Christie, Joanne, Sharaf, Stephanie, Raymond, and Instruction</p>
<p>7. Other</p>		

Additional Information:

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.