

**Enrollment Services Committee Meeting (ESC)
Thursday, May 3, 2007
Meeting Notes**

Attendees: Lori Adrian, Joyce Feimer, Carlene Gibson, Sherri Hancock, Jennifer Hughes, Sue Lorenzo, Phyllis Lucas-Woods, Jing Luan, Ruth Miller, Steve Morehouse, Melissa Raby, Marsha Ramezane, Eric Raznick, Henry Villareal

Guests: Chancellor Ron Galatolo
Ed Marquez, Principal Capuchino High School

Chancellor Galatolo opened the meeting by thanking everyone for working so hard on the San Mateo Summer Outreach Initiative project. He spoke of desperate times due to the slow and steady decline of students. This is a critical issue and must be reversed. There is a decline of high school student and many students are migrating to colleges outside of our county. Enrollment is the name of the game and he is open to suggestions. In order to address the needs of our faculty and staff through compensation, apportionment must come from enrollments.

Chancellor has invested \$4 mil and he has seen very little in return. He feels high school students are the key. We need to make it easy for students to get into classes and reduce the barriers of entry. Once the student or parent receives the mailer, they should be able to enroll. When we get them here, how do we need to retain them? Chancellor emphasized the importance of using incentives, including providing the parking fees being waived.

After a 5 minutes break, Jing said that regular meetings needed to be set up for SMCSOI.

- Regular ESC meetings
- Big group meetings – every Thursday in May at 2 pm starting 5/10.
- Small group meetings – representatives will be sent to other meetings.

If you are available tomorrow morning, you can join the web meeting that Barbara Christensen and Jaz are holding at 9am.

Remember to send Jing information so he can include in his daily updates.

Discussion

San Mateo Summer Outreach Initiative (All)

Eric updated the group on ITS part of the project.

- Has received data files from 4 high schools and are loading into banner to create student ID (G number) and pin. The last 6 digits of their G number is their pin.
- Additional information varies, some provided student ID's and/or birthdays, will use whatever information received.
- Residency – high schools did not provide information so we can't collect apportionment. Student will be asked their residency status in WebSMART when they enroll in a class and have the option to review legal information. International students must be identified, as they are not allowed to attend the college.

- A data file will be sent to the mailing house. The G number will be printed on the mailer along with the address.
- Students with G numbers can login into WebSmart and enroll. Students without G numbers will be redirected to CCC Apply. Any records not used will be deleted at the end of summer.
- If they purchase a parking permit the fee will be waived.
- Report will be created listing concurrent student in classes that are at capacity.
- Communication with schools – report will be given to high schools listing student and class enrolled to get principles signature. 1 page per student. Lori stated SSF made it clear that they don't want their students taking classes that they are offering in summer session. This needs to be addressed later. Jing asked that we hold off communicating are marketing plans with the high schools. Ron will communicate at his level.
- Students loaded with a basic application can enroll for summer and fall classes. Parking fee is only waived for summer, not fall.

Three questions to think about:

- What should be done about 12th grade students? Will be loaded as first-time students and not concurrent students. They will have G numbers but will have to pay fees.
- How to we get missing information? Need a process. Possibly when getting parental permissions we can ask for the missing information.
- How do we communicate to the high schools and our faculty/staff?

Jing stated that if needed, all remaining agendas items would be discussed by email as we have a guest speaker.

IB Credit (Guest, Jennifer, others)

Before introducing Ed Marquez, Principal Capuchino High School who would be talking about IB credit, Jennifer Hughes stated that the more quickly the district moves forward with acceptance of IB credit it will create an incentive for students to come to our district.

Ed Marquez provided handouts outlining the program. Currently Sunnybrae Elementary School has a primary program. The middle years program starts in 6th grade and end in 10th grade. The diploma program is for 11th and 12th grades. There are about 65 to 70 high schools in California participating in the formal diploma program.

In order to earn the IB diploma they must test in the following areas: primary and secondary languages, individual and societies, math and computer science, experimental sciences and the arts. In addition, students must complete an extended essay, the theory of knowledge and creativity, action and community service. IB programs can be different at schools depending on the courses selected based on the interest of students, the number of students and the strength of the staff.

Ed emphasized that it is important for the district to look at what they can do to bring the policies more in line with the UC system to attract students and they can earn credit.

Jennifer replied that Steve, Henry and John are working on a draft document to present to the ESC and then bring back to faculty regarding the IB program.

Review Minutes from Last Meeting

The minutes for March 1st and April 5th were distributed. Jing asked the committee to review the minutes, suggest any changes, and submit approval by email.

Academic Renewal Policy change (Hughes)

This has been approved by Skyline. Melissa will take back to Canada senate. Once approved by the colleges, the policy will go back to shared governance because it is a change to the Rules & Regs. It cannot go into catalog yet and will have to be a supplement.

Information

AP Implementation (Jennifer, Jing)

no discussion

Title 5, Chpt 6, revision (Sherri)

no discussion

Agenda Building

CCCTran/EDI Evaluation Matrix _ July (Eric, Sherri)

CCCTran/EDI Action – Sept 07 (All)