



Department Chairs, Deans and VPI Meeting

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September 20, 2013



Agenda

- Assorted instructional issues
- Enrollment Management for Spring 2014
- Enrollment Management Planning
- Wrap-up 12:15 to allow attendance (and lunch) at the Strategic Planning Workshop to set objectives for the 4 districtwide goals at 12:30 in SSC212



Instructional Issues

- Classroom sharing etiquette
- Higher Ed Act Regulations- Student notification of cost of materials
- Earlier textbook adoption
- Stipend/Reassigned Time Process
- “Chain of Command”
- Wait list (Karla Westphalia)
- Alumna sightings – please send contact information to Elissa Oransky, Foundation



Enrollment Management Defined

- An institutional commitment and an integral part of strategic planning
- A data-driven strategy that articulates institutional enrollment goals
- A plan that aligns services and resources to meet student needs for completion and success



It's all about students

We need to manage enrollment to increase completion as well as ensure that we have the fiscal resources we need to do what we do best!



*Transfer
from Saddleback*

SADDLEBACK



Spring 2014 Scheduling

- Room Scheduling
- Monday only classes
- Late adds
- Large lecture guidelines
- DE hybrid schedule guidelines
- Use historic data to guide schedule development
- CSIS deadline extended



Enrollment Management Plan Components

- New program development process
- Desired ratio of course offerings
 - General education/transfer
 - CTE
 - Basic skills
 - Noncredit
- 2 year schedule plan for each program



SADDLEBACK COLLEGE TWO-YEAR COURSE SCHEDULE PLAN

PROGRAM:					TWO-YEAR PERIOD:		2014-2016																		
COURSE		WSCH	Course Cap	Prereq	FALL 2014			SPRING 2015			SUMMER 2015			FALL 2015			SPRING 2016			SUMMER 2016					
Course ID	TITLE				D	E	W	OL	D	E	W	OL	D	E	W	OL	D	E	W	OL	D	E	W	OL	

D - day, E - evening, - W- weekend, OL - distance education (M72 or M73) X - when course will be offered

SADDLEBACK



Enrollment Management Plan Components

- Success metrics/goals for College
- Program criteria to flag discontinuance review



SC Program Discontinuance Inquiry

A PDI can be initiated in college governance forums including the Consultation Council, VPI Council, and the Academic Senate, as well as in the relevant division or department meeting. In order to initiate the process, **a formal written request must be made to the Academic Senate indicating the grounds for such an inquiry**, such as the viability for transfer or a perceived failure to comply with Education Code §78016.

Pursuant to BP2100.1, whereby the Board of Trustees relies primarily on the advice of the Academic Senate in academic and professional matters, the Academic Senate shall have a fundamental and integral role in any inquiry into program discontinuance.



Draft Criteria to initiate PDI

- Enrollment trend over 3-5 years
- Projected labor market demand for completers
- Student completion numbers, rate
- Active advisory committee with input into curriculum



CTE Program Review -Board Review (Required every 2 years)

Awards: Degree ____ Certificate of Achievement ____
 Other Certificate ____

Average number of labor market openings for
this occupation in OC: _____

Year: _____ Data Source: _____

Similar programs at regional community
colleges: _____ (program duplication)

Program Review Summary or Highlights:

Advisory Committee Meeting Date, Highlights



EMP Components (Continued)

- Student Matriculation Plan
- Student Retention, Success, and Completion Plan (Objectives and Strategies from Strategic Plan)
- Student Support Plans
- Division, department plans based on program review



Enrollment Management Plan

- What will it look like?
- Where will it reside?
- Who will develop the pieces?
- What is our timeline?



Summary of Action Items



Thank You!

**Lunch will be served
at the Strategic Planning
Workshop at 12:30 is
SSC212**