



# Department Chairs, Deans and VPI Meeting

Kathy Werle, Ph.D.  
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

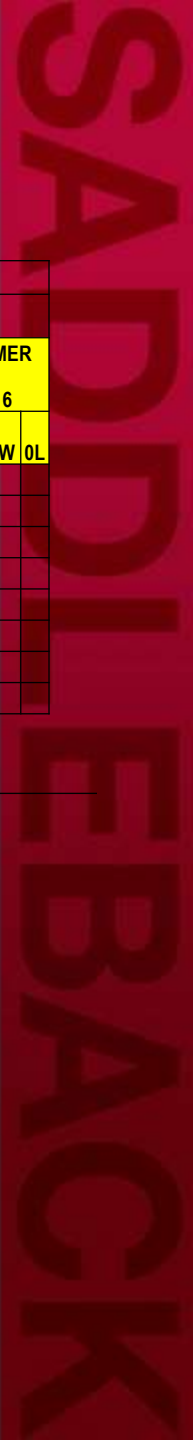
- New program development process
- Desired ratio of course offerings
  - General education/transfer
  - CTE
  - Basic skills
  - Noncredit
- 2 year schedule plan for each program



# 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







# 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**