

Enrollment Management Committee

Mission and Purpose

The Enrollment Management Committee (EMC) is a sub-committee of the President's Advisory Council (PAC). Enrollment management is the responsibility of everyone at the college and activities throughout the campus contribute to enrollment management. Enrollment management is a broad term that captures the various processes involved in a student's involvement with the college including marketing, recruitment, application, admission, registration, enrollment, financial aid, student persistence, re-enrollment, completion, graduation, and transfer, transition or employment.

The EMC will be responsible for:

- Collecting information from college programs and departments into an Enrollment Management Plan
- Analyzing matters impacting registration, enrollment and scheduling
- Investigating methods of monitoring progress of the goals of the Enrollment Management Plan
- Investigating options and analyzing factors impacting student access, retention, persistence, and completion
- Making recommendations to Deans' Council and the Vice President of Instruction in regard to the allocation of the Full Time Equivalent (FTES) target by divisions and the identification of impacted access areas in the schedule hampering student completion and success.
- Soliciting input from Deans' Council, Student Success Committee, PAC, and Faculty Senate and others as appropriate on areas to research and make recommendations.

Chair

The Committee will be co-chaired by an academic dean selected by the President and one of the faculty representatives, who shall be elected by the committee to serve a two-year term as co-chair.

Meetings

Once a month during the academic year (September through May) on the second Friday at 10:00 am

Composition

- (2) Student representatives selected by Associated Students
- (3) Faculty members selected by Faculty Senate
- (3) Managers selected by the President (At least one dean from instruction and one dean from student services.)
- (2) Classified staff members selected by CSEA (One staff member from an area within instruction and one staff member from an area within student services.)

Resource Members: Vice President of Instruction
Vice President of Student Services
Vice President of Administrative Services
Public Information Officer
Director of Institutional Research & Planning