

Home  
Governance  
City Student Journey  
**UPDATED**

SJC-Agendas/Minutes  
**SJC-Agenda/Minutes: March 3, 2023**  
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## OLDER POST

SJC Agenda/Minutes - February 3, 2023  
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# Agenda

1. **Approve minutes from [2/3/2023] meeting** - [Omae ] motion to approve; [Wang] second minutes. [Note corrections or changes]
2. **Review agenda** - [Fadness ] motion to approve; [Murray] second minutes. [Note corrections or changes]
3. **SEM Updates**
4. **Outreach Updates**
5. **Pathway to Success**
6. **Enrollment Management Forum**
7. **Enrollment Management Report**
8. **Equity Plan Updates**

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## Minutes:

### Strategic Enrollment Management (SEM) Update –

The SEM team will work on the marketing component, as well as related workshops and information sessions for CE Child Dev students transitioning to City. Dean Omae is working with the CD dept chair Rebecca Collins, reviewing possible sequences CE students can follow while moving from non-credit to credit programs. There are still licensing questions that will need to be addressed. A credit by exam agreement went into effect this semester which will give students credit for lab hours at CE. There may also be a cross-enrollment (CCAP) possibility with Lincoln High School. VP

Chavez noted that some time ago that CE and Maritime Welding had a partnership. We could look at that partnership as a possible template for non-credit to credit transitions.

### **Outreach Update -**

Dean Esguerra reported that having additional student workers and ambassadors allows City to expand its outreach efforts into the evenings and weekends. In addition, Outreach is providing feeder high schools with Student Success Workshops. Dean Esguerra also provided updates on the following events/activities:

- Men's and Women's Double Header Basketball Night held in honor of Black History Month on February 15 was a big success. Over 250 students signed in at the check-in table, so the number of attendees was likely much higher. Thanks to Athletics, Outreach and Student Affairs/Student Government members who sponsored this important effort.
- Signing Days - Eight (8) high schools are on board for May 2023.
- SDCC and Morse Black Student Union cohosting softball competition.
- Planning end-of-year events
- 2nd Permission Code Giveaway - To be held in the Welcome Center before the 2nd 8-week session. It was noted that during the early spring event, students showed up but not many faculty. This may be due to lack of ample notice.

Members were reminded to reach out to Clarissa Padilla and the Outreach Office/Welcome Center when planning events. Outreach would like to send their ambassadors to table whenever possible and appropriate.

### **Pathways to Success (Expanded Promise Program) -**

Dean Esguerra and a small core group, in an effort to identify desirable pathways for students, surveyed current Promise students. Questions included "How would you have liked to see your classes bundled in the first year?" and "What days, times and formats would you have liked to see your classes?" Students were surveyed in an effort to gain tangible data to inform the creation of class/discipline bundles. Students' majors were also pulled in order to see where (what disciplines) students are concentrated. Also pulled report of their intended major when they submitted application to give us an idea to identify where students are concentrated. VP Chavez noted plans underway to schedule a retreat for instructional and student services deans, chairs and SJC members to discuss enrollment strategies related to pathway bundles. It was further noted that since the enrollment timelines have been moved up for fall, the bundles will need to be in place by the time Signing Days happen in May.

Concern was raised that Fall '23 schedules have been completed and chairs need to be looped in from the beginning to ensure classes are staffed with full-time faculty or adjuncts who have priority of assignments. Also, rooms that are targeted for their specialty cannot be moved. VP Chavez indicated that the "bundling" system is in its pilot stage with refinement and institutionalization to come in future semesters.

### **Enrollment Management Forum - March 24, 8:30am-1:30pm (D-121a)**

VP Chavez encouraged members to attend the Enrollment Management Forum in lieu of the March 17 SJC meeting. Register at this link: <https://www.eventbrite.com/e/enrollment-management-forum-sd-city-tickets-560996283987>.; The Forum will focus on four primary strategies: 1) Adult Education, 2) Retention, 3) Promise/Path to Success and 4) CCAP/Concurrent Enrollment. Security on campus in the post pandemic environment will also be discussed.

Again, concern was expressed that faculty need to have more notice to participate in meetings, activities, events, etc. Upon receipt of the notice of the Enrollment Management Forum, Prof. Will

took a survey of the faculty and staff in the Physical Sciences to determine who would be able to attend, and if not, what were the reasons. The survey was sent to all classified professionals (3 full-time, 2 NANCE), full-time faculty, and adjunct faculty with POA. No classified professionals responded. Out of the faculty, nine of fourteen responded within the two-day timeframe of the survey. This is a small number statistically but represents a significant response rate from faculty (64%). Here are the results:

- Have you heard about this forum at all? - 2/9
- Will you attend this forum on the Friday before Spring Break? 1/9
- \*Can\* you attend? (Conflicts with other meetings, etc....) - 1/9
- Would you be more likely to attend if held after Spring Break? - 7/9
- Would you be more likely to attend if there was a Zoom option? - 9/9
- Would you be more likely to attend if masks were required? - 4/9
- How do you feel about refreshments being offered? (i.e., Are you still avoiding indoor dining?) - 3/9

VP Chavez stated City College has progressed only 73 percent toward its enrollment goal while Mesa and Miramar are in the 90-percent mark. Enrollment must be looked at from not only a recruitment standpoint, but also from a retention standpoint. Several observations and strategies were shared:

1. Approximately 1,000 fully onboarded students dropped after the drop deadline. Data is needed to determine:

- are students dropping or are they being dropped by faculty?
- are they dropping more than one class at a time?
- are they moving from one class to another of the same course (i.e., waitlisted in multiple sections)?
- are cancelled courses causing students to drop other classes on their schedules? Transition from waitlisted to registered status may be too cumbersome and unintuitive. Can we streamline?
- The district has a new dashboard that identifies why students are dropping. The #1 rationale is "Other." The #2 rationale is "Conflict with schedule." We need to find out from students what "Other" stands for.

2. Late Start Classes:

- City offers too few short-term/late-term courses. A study of waitlists may determine which courses students need - FTES need to be reserved for high-demand courses that will guarantee high yield for the 8-week sessions.
- Enrollment for late-start in-person classes is low. Could consider converting to remote modes to positively affect enrollments.
- Consider offering high-yield Friday-Saturday courses for in-person format.
- Difficulty of finding late-start POA or contract faculty last minute is an issue. Classes - especially those with labs - need to be planned well in advance to ensure facilities are available.

3. Accessing Data:

- Dean Murray reported that we have two data systems. Research has access to what happens after a semester ends. We now have a system capable of capturing information at various stages; however, Research does not currently have access to it. IT, district and research departments are working on a solution to bring this data together.
- Math STEM course data is needed. Enrollments seem to be tanking.

## **Enrollment Management Report - Postponed**

## **Equity Plan Updates - Postponed**

### **Other Items -**

Basic Needs - Prof. Fadness expressed concern that the hallway leading to the Basic Needs facility was locked when she and a student tried to access it. There were no posted signs and they could hear people working inside. VP Perez noted that Basic Needs Food Pantry is open and staffed from 10am-2pm, M-TH. Now that the program has a full-time coordinator, the facility should be open and staffed regularly. VP Perez will work with Dean Sanchez and coordinator to ensure the doors are open during posted hours of service.

4/10 Work Schedules - The District has moved the 4-10 workweek for the summer session - This means Friday will not be part of the workweek beginning June 5. Because the SJC meets on Fridays, we will need to determine if we will continue to meet on Fridays during the summer or if we will need to agree on different summer meeting dates. Item to be on the agenda at a future meeting. Question was raised what to do with special projects that are held on Fridays, i.e., Summer Readiness Program.