WVMCCD District Enrollment Management Committee (DEMC)
February 12, 2018, 3:30 – 5:00 p.m., TAV 140
Meeting Summary

Members Present:

<table>
<thead>
<tr>
<th>Mission College Representatives</th>
<th>West Valley College Representatives</th>
<th>District Representatives</th>
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<tbody>
<tr>
<td>Leandra Martin, VP-I</td>
<td>*Matais Pouncil, VP-I</td>
<td>-- Ed Maduli, Vice Chancellor</td>
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<td>*Kelly Neary, MC PGC Rep</td>
<td>Vacant, WVC PGC Rep</td>
<td>-- Ngoc Chim, Fiscal Services Dir.</td>
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<td>Rick Bennett, VP-AS</td>
<td>Pat Fenton, VP-AS</td>
<td>X Diane Lamkin, ACE Treas.</td>
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<td>John Mosby, VP-SS Richard Alfaro (sub)</td>
<td>Victoria Hindes, VP-SS</td>
<td>X Brenda Rogers (recorder, non-voting)</td>
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<tr>
<td>Maria Escobar, Interim Director of Student Enrollment and Financial Services</td>
<td>Maritza Cantarero, Enrollment &amp; Financial Services, Director</td>
<td>X Stephanie Kashima for Matais Pouncil</td>
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<tr>
<td>**Inge Bond, Research &amp; Planning Director, MC</td>
<td>**Miqueas Dial, Institutional Research Analyst, WVC</td>
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*DEMC Co-Chairs; ** Ad hoc members

I. Welcome and Introductions

II. Review Agenda and Meeting Summary
DEMC approved the agenda for 2/12/18. The meeting summary from 12/4/17 was approved (Leandra/M, Gretchen/S, UA, Anne Marie, Ngoc and Maria Abstained).

III. Review District Wide Enrollment Tracking Documents
a. Mission is down -4.4% in total FTES for fall 2017 and 4.9% for spring 2018 from Credit FTES goals, and today’s census is expected to show the typical dip in enrollment numbers.
   • Hospitality Management and Biology are down in enrollment, and Fire Science is up.
   • The fill rate for DE courses is up and face to face is lower. Inge will study this trend for data.
   • Lasting effects from the fall deregistration for unfulfilled prerequisites is suspected to be the one cause for the Biology decline, but only 38 dropped at MC this year.
   • A&R notified students twice of the prerequisite requirements and other courses were found for them.
   • One issue is that when a student is cleared at WVC for a prerequisite, it is not apparent when they register at Mission.
     o A solution is being researched in matching courses at WVC and MC.
     o Jeremy Sias sent an email regarding coding alignment for assessed students.
     o Multiple measures should help with this congruency across the District.
Jeremy was also working on adding a code for MIS reporting in multiple measures.
There are 4 different codes and we have not used more than one.

b. The Non Credit demand is rising support on a statewide level due to AEBG support.
c. West Valley College is 1.4% for fall 2017 and 5.6% for spring 2018 down from their goals in Credit FTES. WVC goal does not include Non-resident/credit numbers and this could skew the RAM metrics.
d. There are issues with spring census because of slow loading into iCloud.
e. Ngoc would like to see the numbers from the 320 P2 report included in this report. Inge will talk to Luis and Linh.

IV. Enrollment Target/Goals for 2018-2019
a. Mission College’s FTES goal is set for 5750 for 2018-2019
b. West Valley College has not set their FTES goal for 2018-2019 yet.
c. The Tentative Budget will use last year’s numbers and update when WVC has their goal set.
d. In conversations with other colleges, enrollment seems to be down and average of 3-4%, but DeAnza is down 8%.
e. Hopefully the implementation of guided pathways will result in a boost for retention and recruitment.
f. Ngoc requested that goals for resident and non-resident be included for budget planning.
g. WVC will send its goal to DEMC this week or next week so the budget process can move forward.

V. 2018-2019 FTES Funding Allocation Split
a. Ngoc reported that the state CCCCO is changing their funding allocation split
   • 50% will be on FTES
   • 25% will be on BOG students.
   • 25% will be on transfer/degrees
b. The CCCCO is using DataMart, but the data therein in not completely accurate, which is causing concerns statewide.
c. Colleges with declining enrollment will be held harmless for one year, but will have funding drops in the next year.
d. Curriculum approval at the state level is taking way too long, which is detrimental to colleges.
e. The state released a three-year enrollment trend report today.
f. Victoria would like to have a data integrity discussion at the next DEMC meeting. There are big problems with MIS reporting and review prior to submission to state.
g. Our Transcripts are not set up well in Banner.
   • UC/CSU institutions are complaining
   • Academic Standing is not correctly reflected in Banner transcripts.
h. Ngoc reported that our Financial Aid numbers were 1,000 students off in DataMart, and Miqueas Dial, Eric Hou, Brian Goo, and Maritza will be consulted.
i. Summer enrollment will also be required to be used the same way each year, not flipping between academic years to boost enrollment data.

j. State funding formula will be included in the next agenda.

k. Roberta Berlani is stepping down as the WVC PGC Rep, and her replacement will be recruited.

l. The District Goals Committee, DEMC and PGC need to agree on membership for PGC-they have proposed membership plan but need the District’s response.

m. The District Goals Committee membership has not changed and they will meet in October again next year.

VI. Future Agenda Items

- Banner FTES Calculators
- Tableau Demonstration
- Non-Credit in ODS
- Banner Data Presentation
- Banner Process User-Friendliness Comparison by Stephanie K. and Danny N.
- 320 Reporting Timeline and Documentation of Processes by Stephanie K. and Danny N.
- AB 288-Challenges (later in Semester)
- Guided Pathways Discussion
- Percentage of Courses Cancelled by Division/Department at each campus
- Daily Enrollment Stats until Census Date*

The next DEMC meeting will be on March 12, 2018 and meeting locations will change back to Zoom Room technology. Brenda will research locations. March agenda items will include revisiting credit/non-credit FTES, State funding formula and report data integrity.

The meeting adjourned at 4:50 p.m.