



Enrollment Management Committee
Minutes
September 3, 2020
11:10 am, BOR

Dr Elizabeth Switaj	Jennifer Seru
Monica Gordon	Cheryl Villa
Jomi Capelle	Jessio Latrick
Pam Kaious	Oyinade Ogunmokun
Cotton Lean	

1. Review of Previous Minutes
 - a. January 16, 2020
 - b. July 16, 2020
 - c. [August 20, 2020](#);
The meeting minutes of August 20 was approved
2. Reports from Subcommittees
 - a. Admissions Board: No report
 - b. Calendar and Catalog: No report
 - c. Placement: For Math's placement a pilot study was run on the first year students and the one for ENG is in progress
 - d. Internships, Apprenticeships, and Career Opportunities Taskforce: The Dean of ACE was not at the meeting.
3. Accreditation:
 - a. [Follow up on II.C.6: Do we have the course sequences, program requirements, and Student Learning Outcomes for all programs listed on the website?](#) There is a need to follow up on the course sequencing because many departments' course sequencing and pathways are not accurate. Chairs were given till Friday 11th of September to update their webpage. Chairs are encouraged to delegate some of the work to departmental members.
 - b. Standards II.B. and II.C. Resolved
4. EMW Monitoring:
 - . Outcome 4.1: Improve and enhance data collection for learning and teaching, student support, and learning support programs. - How do we measure this?
The Director for Institutional Research will bring this item to the data summit for discussion as an activity for participants to answer.
5. [Student Discipline Policies](#) There is no input yet from the Faculty senate and we cannot go ahead unless we get feedback from the faculty senate.
6. [Registration policy and procedures](#): There was a suggestion that all students should check with their advisor in order to know their financial status. This should be settled prior to registration. There was a suggestion for the no show to be extended to three weeks instead of one week. However, the repercussion of extending no show for 3 weeks is very heavy on the financial audit. Discussions will continue at the next meeting.



ENROLLMENT MANAGEMENT COMMITTEE

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7. Items arising from 2017-2018 Assessment:
 - a. Student Handbook.
 - b. Enrollment Management Policy and Procedure Handbook.
8. [2019-2020 Assessment](#) - Tabled.
9. [2020-2021 RSA Members have been asked to read the RSA](#)
Membership of EMC. A concern was raised about the Director of FABS who has never attended the EMC meeting. It was decided that she should be contacted. Discussed adding Associate Dean for Equity and Engagement because of the importance retention to enrollment management. Approved.
10. [Monthly calendar of work](#)

The meeting was adjourned at 12:05.

Respectively submitted by

Oyinade Ogunmokun.