

MINUTES
Palm Beach Community College
ADVISEMENT ACTION TEAM
March 18, 2009
Lake Worth, CT105

ITEM 1. Enrollment Management Plan

Discussion: After introductions, the committee reviewed the goals behind the development of an Enrollment Management Plan, including an emphasis on marketing, recruitment, retention, course management and related areas of student services.

Action: N/A

Data Source: Enrollment Management powerpoint presentation

ITEM 2. Draft of proposed Strategic Plan

Discussion: The timeline and relationship of the Enrollment Management to the Strategic Plan was reviewed, as was the draft of the Strategic Plan. Goal #5 of the Strategic Plan states, "The College will practice effective enrollment management to ensure optimal access, retention, program completion and student success." One of the objectives of this goal is 5A: By 2012, the college will increase retention and completion by 10%.

Action: N/A

Data Source: Draft of the Strategic Plan

ITEM 3. Advising Action Team

Discussion: Team members discussed a variety of advisement issues, including mandatory advisement, use of technology (PantherNet, Pantherweb, etc.), and the current quality and consistency of advisor training. Previous plans, including the QEP's, were examined for assistance on identifying the key components

Action: It was decided that the three priorities for this action team to address are: Designing and implementing a college-wide advising program to include: formalized advisor training with maximized use of technology, and consistency in policies and procedures.

Data Source: QEP Actions Plans

ITEM 4. Timeline & future meeting dates

Discussion: The tentative timeline for completion of the action was reviewed, keeping in mind that the plan will be presented to the June meeting of the District Board of Trustees. The next meeting date was discussed and agreed upon.

Action: Susan Lang will send out an Outlook meeting invitation for Thursday, April 16, 9am-12pm.

Data Source: N/A

Attendance:

Susan Lang (Co-Chair)

Jean Boettcher

Junie Thompson

Ron Long

Bob Schweriner

Amy McDonald

Dawn Debuwitz