

# Palm Beach Community College

## Minutes

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### ENROLLMENT MANAGEMENT STEERING COMMITTEE

May 14, 2009

11:00

Conference Room B, Lake Worth

#### **ITEM 1. Review of Plan Draft**

Discussion: Dr. Anderson thanked the committee for their hard work on a short timeline! All agreed it was rewarding to see our work as a complete document. There were several suggestions for changes and additions, as well as valuable discussion of wording and how others would perceive the content.

Data source: Draft of Enrollment Management Plan

Action: Dr. Truman will work on changes and share with Dr. Anderson. Then they will forward to committee, Dr. Gallon, VP/Provosts, student services cluster chairs and liaisons, deans of academic affairs and student services. Email with forwarded draft will reiterate that this is not a detailed list of current activities, but rather a 3 year plan for future enhancements. Committee members can share broadly. Input regarding the draft will need to be final by Thursday, May 2, so the final version can be made and copies provided to the District Board of Trustees with the board packet and a power point made for the June 9 meeting.

#### **ITEM 2. Next Steps: Finalize Action Plans over summer**

Discussion: It was agreed we would review actions plans in summer meetings in the order they are received. All plans should be discussed before they are submitted to the strategic planning process or implementation begun. In this way we can see impact between plans

Data source: None

Action: None

### **ITEM 3. Assessment of Action plans and Enrollment Management Goal**

Discussion: Committee chairs should recall each plan doesn't have to have a unique assessment, but rather some plans can be assessed by broad student services or other college assessments. Consideration can also be given to administering a new assessment built on the new student intake survey, or purchased (such as the Noel Levitz Student Satisfaction Survey). Baseline data should be agreed to this summer in conversation with IE to measure our overall goal of increasing retention and completion by 10%.

Data Source: None

Action: None

### **ITEM 4: Summer Meeting Schedule**

Discussion: It was agreed we need to continue meeting over the summer to finalize action steps of individual action plans, review final action plans and discuss assessment. Patti will attempt to schedule a meeting in late June and mid July. All may not be able to attend, but we will try for the highest attendance. Tuesdays or Wednesdays were requested.

Data Source: None

Action: None

Attendance:

Patti Anderson  
Susan Bierster  
Dave Bodwell  
Robin Johnson  
Susan Lang  
Scott Maclachlan  
Ed Mueller  
Ana Porro  
Winnie Storms  
Grace Truman  
Matilde Roig-Watnik  
Chuck Zettler  
Van Williams

Cc: Dr. Gallon, Vice Presidents, Provosts, Student and Academic Deans