

Enrollment Management/Matriculation/Student Policy

Function

- ◆ Will develop, update, and oversee the college's annual plan for student outreach, enrollment, matriculation, retention and graduation
- ◆ Will utilize data from Salinas Valley 2020, high school enrollments, educational master plan, state enrollment reports and program and services assessment to develop short-term and long-term goals, FTES projections and outcomes
- ◆ Will develop and implement effective strategies for student recruitment, retention, and graduation
- ◆ Will provide direction for the college's student assessment program and the additional matriculation components (admission, testing, placement, and research)
- ◆ Will provide direction for the establishment of policies and procedures that affect students

Outcomes/Products

- ◆ Development and assessment of short-term, long-term, and annual FTES projections
- ◆ Development and assessment of the annual college **outreach and enrollment management plan**
- ◆ Development and assessment of the annual college **matriculation plan**
- ◆ Development and assessment of student policies and procedures
- ◆ *Development and assessment of the Student Equity Plan*

Membership

◆ Vice President for Administrative Services	1
◆ <i>Vice President for Student Services</i>	1
◆ Director Enrollment Services	1
◆ Director of Counseling/Matriculation	1
◆ Academic Senate	1
◆ Classified Senate	1
◆ <i>CSEA</i>	1
◆ Institutional Research	1
◆ Student Senate	1
◆ Faculty Members:	6
Fine Arts/Social Sciences	
Math/Science/Nursing	
Occupational Education	
Physical Education	
Counseling	
Library	

Chair: Elected by the committee

Meeting Schedule

This committee will meet twice a month

Receives Information from:

- ◆ The committee will receive information, and planning information from instructional departments, student services departments, admissions, business office, administrative information systems and the office of institutional research
- ◆ Senates (academic, student and classified)
- ◆ Institutional Action & Resources Allocation Committee
- ◆ Program & Services Assessment/Accreditation Committee

Makes Recommendations to:

- ◆ Shared Governance Committees
- ◆ Senates (academic, student, classified)
- ◆ Instructional departments, Student Services departments and Administrative Units
- ◆ Institutional Action & Resources Allocation Committee
- ◆ Controller/Vice President for Administrative Services (FTES projections)

Decision Making Protocol

Robert's Rules of Order will be utilized to make recommendations. Fifty percent of the membership shall constitute a quorum.

Support

- ◆ Clerical support will be provided to this committee.
- ◆ The institutional research, administrative information systems, admissions and the business office will provide data and information in support of the committee