**Enrollment Management Committee**

**Chair(s):** Vice President of Student Services and/or Designee(s)

Vice President of Instruction and/or Designee(s)

**Membership:** Dean of Enrollment Services

Dean of Student Support Services

Dean of Liberal Arts, Social Sciences, and Math

Dean of Business, Sciences, and Applied Technologies

Associate Dean o Educational Success

Director of Student Activities and Campus Life

Public Information Officer

Academic Senate President or designee

Classified Senate President or designee

Associated Students President or designee

Chair of Chair Council or designee

Counseling Chair or designee

DSP&S Coordinator

EOP&S Coordinator

Financial Aid Supervisor

Transfer and Career Center Coordinator

Veterans Services Coordinator

The minimum number for the subcommittee to achieve Quorum is 50% of the membership.

The Staff Assistants to VP of Instruction and/or VP of Student Services send meeting notice and record action items from the meeting.

**Information Dissemination**: Meeting minutes and other reports generated by the Committee will be posted regularly and in a timely fashion on the BCC College Roundtable homepage at <http://www.berkeleycitycollege.edu/wp/roundtable/>

**Length of Term:** As long as position held

**How Selected**: By virtue of the position held

**Purpose**

The Enrollment Management Committee meets twice per semester (before and after peak registration period) and once during the summer to enhance effectiveness and efficiency for enrollment services, and identify and minimize redundancies and barriers.

* Enrollment –
* Increase access, ensure equity, and enhance student success through outreach and retention plans and activities.
* Become familiar with district and college enrollment targets and changes in demographic of student body.
* Assist in determining, achieving and maintaining optimum enrollment in credit, non-credit, and contract education programs;
* Ensure class schedule development meets enrollment needs by adopting the revised/up-to-date class schedule from previous term with adjustment for improvement.
* Plan and implement a program of publicity and outreach activities which inform and involve students
* Develop, propose, and implement retention activity plan in order to increase retention and completion
* Facilitate high school to college and Adult School transition by establishing and/or confirming liaisons with local feeder schools such as Oakland Unified, Berkeley Unified, Albany Unified, and Emeryville Unified
* Increase Organizational Efficiency –
* Integrate related activities with the college’s institutional planning process
  + Identify and remove registration bottlenecks, e.g., student registration holds;
  + Review, evaluate registration process, procedures, and practices to enable the delivery of effective academic programs and student support services;
  + Improve existing service triage design and implement the enhanced plan in areas, e.g., assessment, orientation, counseling, financial aid, business services, instruction;

Promote and ensure visitor follow-up through the welcome desk

* Improve Service Level and Quality –
* Service mapping. Continue to enhance and implement the referral slip to facilitate enrollment services and communication.
* Professional development. Continue to identify and conduct professional development trainings and workshops, e.g., customer service.
* Increase service hours. Continue to improve and implement service hours for day and evening students. Publish office hour online, post signage in front of the office and on the electronic monitors, and ensure service quality and availability.
* Advisory - Serve as an advisory body to college-wide administrators and staff members who have responsibilities in enrollment services, student services, instruction, campus and external community communication and marketing

**Recommends to:** College Roundtable

**Frequency of Meetings:** Twice per semester and once in the summer, before and after peak registration period.