

**SBVC**  
**Enrollment Management &**  
**Student Equity**

April 9, 2024

MINUTES

1:00-2:00 p.m.

Zoom Only: <https://sbccd-edu.zoom.us/j/97183078647>

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

*Members:*

	A	P		A	P
Dr. Olivia Rosas, Interim VPSS, Chair		X	Amanda Moody		X
Dr. Dina Humble, Co-Chair	X		Sandra Moore		X
Dr. Linda Fontanilla		X	Joseph Nguyen		X
Yvonne Beebe, Co-Chair		X	Miguel Ortiz	X	
Dr. Anthony Blacksher		X	Dr. Joanna Oxendine		X
Paul Bratulin	X		Justine Plemons		X
Keynasia Buffong		X	Dr. Patty Quach		X
Dr. Raymond Carlos		X	Carmen Rodriguez	X	
Marco Cota	X		Daymi Ruiz-Martinez (ASG)	X	
April Dale		X	Evelyn Ruiz		X
Christie Gabriel-Millette (CSEA)		X	Nelva Ruiz-Martinez (ASG)	X	
Aida Gil		X	Dra. Marina Serna-Pulido		X
Keenan Giles		X	Ty Simpson		X
Pete Gonzalez		X	Daniele Smith-Morton		X
Rania Hamdy		X	Ayanna Spivey		X
Ron Hastings		X	Bethany Tasaka		X
Leticia Hector		X	Brian Thompson		X
Kristina Heilgeist		X	Michele Tinoco		X
Joanne Hinojosa		X	Sam Trejo	X	
Samantha Homier		X	Mary Valdemar (Senate)		X
Dr. Stephanie Lewis	X		Abena Weber		X
Alma Lopez		X	Vinnie Wu		X
Gabriel Martinez		X	Alan Erving		X

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of 3/26/2024 Minutes	Yvonne Beebe moved; Anthony Blacksher seconded. Motion passed to approve the March 26, 2024 minutes as written.	
2. Enrollment Update – Dr. Humble	Dr. Rosas shared we are close to meeting our internal goal for the academic year. Yesterday was the first day for priority summer/fall registration and we are holding registration sessions to assist students. We are going to continue to assist students with the rest of priority registration groups and open registration. We secured Library 109 & the Assessment Center and will continue to work with students. April stated if students must reset their password, they still must do so in WebAdvisor. Rania said there are training videos available for Self Service and departments can set up a	Rania will send the videos out again.

	<p>training session with her. Kristina also shared the tutorial videos are embedded in Starfish for the students to view. Keenan reported they had 150 students they helped to register yesterday, and they did not experience any problems logging in. He also suggested evening workshops should be offered during the first week of Open Registration with Counselors and Financial Aid staff available.</p>	<p>Counseling staff will be available in the Learning Center for Priority and Open Registration.</p>
<p>3. Current Proposed Drop Reasons List – Dr. Oxendine</p>	<p>The updated drop reasons list was shared with the group and hopefully Starfish can be utilized to reach out to the students. From the research perspective, we are getting a sense of what may be causing students to drop. We are making sure we are in line with faculty contracts and evaluations. The top three drop reasons given are 1. Dropped by instructor, 2. Personal reasons and 3. Work schedule. We are doing much better this semester in terms of dropping students on the first day and instructors should be reaching out to the students. There has been a drastic decline in terms of dropping the first day. Joanna stated enrollment management is 3-prong: 1. Marketing, 2. Enrollment, which is outreach to matriculation and 3. Retention but we do not focus on the 3rd.</p>	<p>Final feedback and suggestions requested by tomorrow afternoon to Dr. Oxendine who will combine CHC and SBVC lists to make one list.</p> <p>We need to have a write in text box under "Other."</p> <p>It was suggested this be brought to the Academic Senate.</p>
<p>4. Commencement Update – Dr. Carlos</p>	<p>May 21 Commencement is at San Manuel Stadium. An email will be sent today. May 20 is the Grad Breakfast, and all are welcome. April 26 is Grad Fair where students can pick up their cap and gown. April said they are offering free caps and gowns to students. They can also pick them up in the Bookstore and there will also be extra regalia at the Stadium</p>	

<p>5. Math 102 Update – Dr. Rosas</p>	<p>Math 102 message has been posted on the math courses when students are registering and Ask A Counselor email is live with 9 of our general counselors monitoring.</p>	<p>Michelle announced there is a hiccup with the message and Dr. Rosas will discuss with her to see what can be done.</p>
<p>6. Guided Pathways Update – Dr. Quach, K. Giles, and S. Homier</p>	<p>Keenan shared the website with the group. The big 3 Integrated College Planning plans are: 1. Educational Master Plan is in its second year of a 5-year cycle, 2. Student Equity Plan is in its second year of a 3-year cycle and 3. Guided Pathways Work Plan is in its second year of a 4-year cycle. We are preparing for Vision2030 by working on the respective plans. There are 19 committees at this time that meet on this campus. This committee has done an excellent job of posting the Minutes and Agendas for everyone to see as well as the Equity Management Plan. SSSP has gone away and is now SEA and it was determined all these plans running simultaneously needed to be integrated. SSSP, Basic Skills and Guided Pathways were integrated and now known as SEA. The current model of Guided Pathways has 10 Metrics with 11 considerations that we are to indicate in the plan how we are doing as it relates to these considerations. Dr. Fontanilla mentioned Cascade is a tool the District is using and it is a way we report our actions for all of our plans to the Board based on Board goals. Right now, the managers enter activities into Cascade.</p>	<p>The Enrollment Management Plan, the fourth plan, is being worked on now as it is outdated.</p>

<p>7. Financial Aid Update – Dr. Rosas</p>		<p>Suzan will send the update from Sam Trejo to everyone on the Student Success Completion Grant, the extension of the FAFSA and CADA deadline and the Resource Fair this Thursday.</p>
<p>8. Other Items – Dr. Rosas</p> <ul style="list-style-type: none"> <li>a. SEPI Convening</li> <li>b. Registration for Summer &amp; Fall</li> </ul>	<p>Asian Pacific Islander Heritage Month starts off tomorrow, April 10 from 12-2pm in B-100.</p> <p>Black Excellence Summit on April 24 from 10am-3pm.</p> <p>SEPI Convening event is in Ontario on April 25 and 26</p> <p>Senior Day is tomorrow, April 10 beginning in the Auditorium.</p> <p>Priority Registration A began April 8.</p>	
<p>9. Next Meeting – April 23, 2024 <b>Via Zoom only</b></p>		

Guest:

Eve Mulhall (attending for Paul Bratulin)