

SBVC

Enrollment Management & Student Equity

December 10, 2024

MINUTES

1:00-2:00 p.m.

Zoom: <https://sbccd-edu.zoom.us/j/81831006561> or

In Person, ADSS 207

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	Gabriel Martinez		X
Dr. Dina Humble, Co-Chair		X	Amanda Moody		X
Dr. Gilbert Contreras	X		Sandra Moore		X
Yvonne Beebe	X		Joseph Nguyen		X
Dr. Anthony Blacksher	X		Miguel Ortiz	X	
Paul Bratulin		X	Dr. Joanna Oxendine		X
Keynasia Buffong	X		Justine Plemons		X
Dr. Raymond Carlos		X	Dr. Patty Quach		X
Marco Cota		X	Carmen Rodriguez	X	
April Dale		X	Daymi Ruiz-Martinez (ASG)	X	
Alan Erving	X		Nelva Ruiz-Martinez (ASG)	X	
Christie Gabriel-Millette (Senate)		X	Evelyn Ruiz-Trujillo	X	
Aida Gil		X	Ty Simpson	X	
Keenan Giles		X	Dr. Nori Sogomonian		X
Pete Gonzalez		X	Ayanna Spivey	X	
Rania Hamdy		X	Bethany Tasaka	X	
Ron Hastings	X		Kia Harris Tattegrain	X	
Leticia Hector	X		Brian Thompson		X
Kristina Heilgeist		X	Michele Tinoco	X	
Joanne Hinojosa		X	Sam Trejo		X
Samantha Homier		X	Mary Valdemar (CSEA)		X
Dr. Stephanie Lewis	X		Abena Weber	X	
Alma Lopez		X	Vinnie Wu		X
Christina Ly	X				

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of 11/12/2024 Minutes.	Amanda Moody moved to approve; Keenan Giles seconded. Minutes approved as written.	
2. Enrollment Update – Dr. Humble	20.7% higher in enrollment for spring semester. The student head count is up 13.6% with students registering for more classes. We are up 8% overall and will surpass our District target by 140 FTEs. Congratulations on an amazing job. All efforts are paying off. All the nudging of our students has been outstanding and hopefully the efforts will continue.	
3. Registration and Enrollment Labs – Dr. Rosas	Priority Registration Enrollment labs will continue in the spring semester	

<p>4. BookSaver Update – Dr. Rosas</p>	<p>The BookSaver Task Force will meet today.</p> <p>The District is working on the Financial Aid Award authorization which should be in place by Fall 2025.</p>	<p>The tutorial videos will be sent to this committee for their information and they will be sent out today to the students and campus.</p>
<p>5. Unregistered Student “Survey” Update – Kristina Heilgeist</p>	<p>Kristina reported that the unregistered student survey is housed in Starfish and acts as a messaging system as well as follow up with students. When it is sent out, it is only advertised to students that are attending the current semester, have applied for the fall semester but did not register for classes, or applied for the spring semester and did not register for classes or are not registered for the upcoming spring semester. The survey is not distributed in bulk but only distributed to students who meet these criteria. Students who do not complete the survey by the deadline, which is placed on the student’s Starfish calendar, will receive a second notification telling them we want to help if we can. 15,622 students met the criteria and 930 of these students have registered for spring classes.</p> <p>Dr. Rosas asked if we could identify students in special programs. Kristina responded it can be filtered for individual programs, and she can give access to the special programs.</p> <p>Mary suggested cancelled classes if given as a reason on the survey should be addressed.</p> <p>Gabriel reported on wait listing and shared a diagram with the group. He said the most important thing about the diagram is the area where it shows no successful re-enrollment. Students either couldn’t register into their wait list or they abandoned the wait list.</p>	<p>Kristina would need a list of names, their roles and if appropriate to give access to this information. Dr. Rosas will speak with the Student Services Managers about what they would like to do.</p>

	<p>He suggested coordinating with several departments and formulating a plan to reach out to the students and open up new sections if possible. There were 3, 277 unenrolled sections for the fall semester with 478 students who dropped out of SBVC. We hope to develop a communication plan for students by the fall semester. We should be checking every week as it changes periodically. Dr. Humble stated the Deans in the Divisions are checking the wait lists.</p> <p>Kristina shared a Course Capacity report. Dr. Humble asked how she could get access to this report and Kristina stated Kay Dee Yarbrough could give her access.</p> <p>Joanna reported there is a platform in Starfish where Ed Plans are housed, and students can be notified what courses they are missing and need to complete.</p> <p>Joanne reported during block parties, there were several students who came in to register but did not have an Ed Plan and others who had a Hold on their record so they could not register. Through Starfish we can identify these students and separate them by program so they can be contacted. Beginning this spring, each special program should receive a list of students to follow up with.</p>	<p>Gabriel will work with Kristina to discuss a better system for students.</p> <p>Joanne and Marco are working to identify students in Starfish who do not have an Ed Plan have them work on getting it done before they need to register for summer and fall.</p>
6. Other Updates - All	Dr. Humble reported Yvonne Beebe will not continue as faculty co-chair so there is an opening for	

	<p>a co-chair beginning with the January meeting.</p> <p>Keenan said Enrollment Labs are still taking place, and they will expand to Tuesdays and Thursdays in ADSS 101 from 3-6pm.</p> <p>Dr. Rosas was thanked for her work on this committee.</p>	
7. Next Meeting: January 28, 2025		