

## **PARTICIPATORY GOVERNANCE COUNCIL**

### **COMMITTEE DESCRIPTION AND PURPOSE**

- I. COMMITTEE NAME:** Enrollment Management
- II. TYPE OF COMMITTEE:** Standing
- III. MEMBERSHIP (NUMBER OF MEMBERS, TERMS AND TERM LIMITS):**
  - a. 3 Students (Appointed by Associated Students Executive Board)
  - b. 3 Faculty (Appointed by Academic Senate)
  - c. 3 Classified Staff (Appointed by SEIU)
  - d. 3 Administration (Appointed by Chancellor, after consultation with Administrative Council)
- IV. COMMITTEE CHAIR(S): (Appointed by the Chancellor, serve a one-year term. A Committee may elect a co-chair if desired.) Vice-Chancellor of Academic Affairs**
- V. GOAL:**
  - a. Ensure enrollment goals are aligned with the college's mission, including student learning achievement and outcomes, as well as board priorities and college plans
- VI. PURPOSE AND RESPONSIBILITIES:**
  - a. Monitor enrollment trends
  - b. Identify student demand for courses
  - c. Ensure that the schedule of classes is aligned with the mission of the college
  - d. Ensure that enrollment goals are based on data
  - e. Ensure flexible targets are set and productivity is maximized
  - f. Ensure that appropriate marketing efforts are in place to support the enrollment management effort
- VII. ACCJC – ACCREDITATION STANDARDS TO WHICH COMMITTEE CONTRIBUTES:**

Standard IB. The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.
- VIII. MEETING DAY AND TIME: 2<sup>nd</sup> Thursday each month**
- IX. MEETING FREQUENCY: monthly**