

Enrollment Management

Policies and Procedures

Mission Statement

The Enrollment Management Committee of the Los Angeles Harbor College Planning Council's mission is to offer an environment that fosters learning through comprehensive programs that meet the educational needs of its students and the community it serves.

Preamble

Enrollment management is a process by which students enrolled and class sections offered are coordinated to achieve maximum access and success for students. All enrollment management decisions must be made in the context of the local college mission and educational master plan in addition to fiscal and physical considerations. Enrollment planning, scheduling, and registration should be driven by academic priorities rather than exclusively the limitations of technology or budget ("Enrollment Management Revisited, Appendix J" 2, 30).

Policies

I. Purpose

In a data driven environment, the Committee will: assess the needs of the community Los Angeles Harbor College serves; analyze demographic patterns; note and incorporate economic growth trends; recognize the uniqueness of individual students and the rich cultural heritage from which they come; and thoroughly evaluate strategies and plans in which the College can best provide a supportive educational environment to its community of learners.

II. Committee Composition

The Committee is a composite committee drawn from the membership of the Academic Affairs and Student Services Clusters. The Committee shall include:

Co-Chairs: the vice presidents of the Academic Affairs and Student Services Clusters

Two Deans of Academic Affairs (curriculum and scheduling deans)

The Dean of Admissions and Records

One representative from Administrative Services

Ten faculty representatives: one representative from each Division (both the Senate and the AFT will be represented by one of these faculty, who will serve joint purposes)

Two Students appointed by the Associated Student Organization

Two staff selected by the unions from Academic Affairs and Student Services (one each).

Procedures

I. Protocol

Meetings will be held on a regular basis, noticed under the Brown Act 72 hours in advance to Los Angeles Harbor College, follow Robert's Rules of Order Tenth Edition, Revised, and come to agreement by consensus (College Planning Council procedures).

Minutes will be kept by either the Academic Affairs or the Student Services clerical staff, and distributed electronically as well as placed on the website after adoption.

ii. Recommendations will be forwarded to the College Planning Council for action.

III. Duties of the Committee

- A focus on student access, student success and the quality of programs and services; a holistic approach;
- A recognition of the multiple missions of the college system and a commitment to the local balance as determined through participatory governance;
- A commitment to using good qualitative & quantitative data to inform decisions;
- A recognition of fiscal and facilities realities;

- Compliance with regulations;
- A recognition that student retention, student persistence and student success are linked and are some of the measures that can be used to evaluate effective enrollment management plans. (“Enrollment Management Revisited, Appendix J” 6).