

## COLLEGE COMMITTEE

### ENROLLMENT MANAGEMENT COMMITTEE

**Charge/Function:**

- Develop strategies, processes and procedures that will enable the college to manage its enrollment efficiently and effectively, adhering to short-term and long-term financial goals, the college mission statement and strategic directions.
- ~~Coordinate enrollment functions, i.e., persistence and retention, outreach activities.~~
- Collect, review and publicly disseminate enrollment, retention, persistence and transfer trend data that impact the development and implementation of an enrollment management plan.
- Develop and implement an Enrollment Management Plan.
- Ensure that the Enrollment Management Plan is available to all members of the college community and the general public.
- Systematically evaluate and modify the Enrollment Management Plan, as necessary, to improve student access, persistence and retention.
- Recommend budget allocations to implement enrollment strategies.

**Meeting Times/Days:** Twice each semester (more often as needed) and twice yearly with the Matriculation Committee

**Reporting Status:** Vice President of Instruction and Vice President of Student Services

**Facilitator:** ???

**Chair Structure:** ~~Co-Chairs: Rotating (always one administrator)~~  
Chair and vice chair (to be selected by committee members by vote) or (one chair would always be an instructional administrator and the other selected by vote)

**Membership:**

Senior Dean of Curriculum and Instruction, ex officio  
Dean of Research, Planning and Student Outcomes, ex officio  
Dean of Outreach, Enrollment and Matriculation, ex officio

Director of Marketing, ex officio???

Instructional dean

Student Services manager

2 faculty

2 classified

2 students

One member should be from the San Ramon Valley Campus Center

**Term of Membership:** Three years – may be re-appointed for one additional term

### Appointment Dates and Terms of Office

<b>COMMITTEE MEMBER</b>		<b>Date Appointed</b>	<b>Term Ends</b>
Senior dean of Instruction & Curriculum			Ex Officio
Dean, Research, Planning & Student Outcomes			Ex Officio
Dean, Outreach, Enrollment & Matriculation			Ex Officio
Instructional dean			
Student Services manager			
Faculty			
Faculty			
Classified			
Classified			
Student			
Student			

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