

Enrollment Management Task Force- Notes

Friday, November 22 2013 11:00am

2131-Assembly Room

3. Q&A About Annual Schedule Development (Continued)

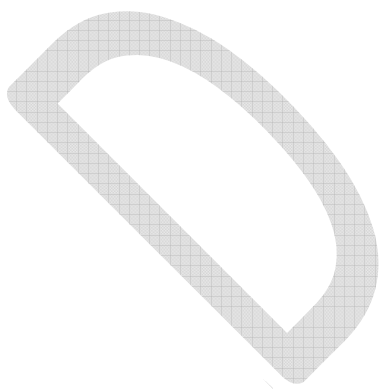
Reviewed summer 2014 suggested offerings with an understanding that departments may want to change some courses, but must stay within their assigned FTES target. If additional courses are requested, the following must be provided to VP Berry for consideration:

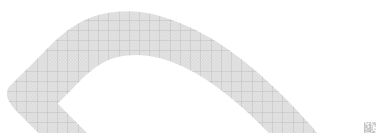
- x Trend Data – Is this course impacted? Does it fill?
- x Completion – Is it needed for completion? Proof required.

Transfer Director Soto requested that Department Chairs focus on transfer degree courses when analyzing their summer course offerings; examples for Administration of Justice would be: AJ104 / AJ106 / AJ108.

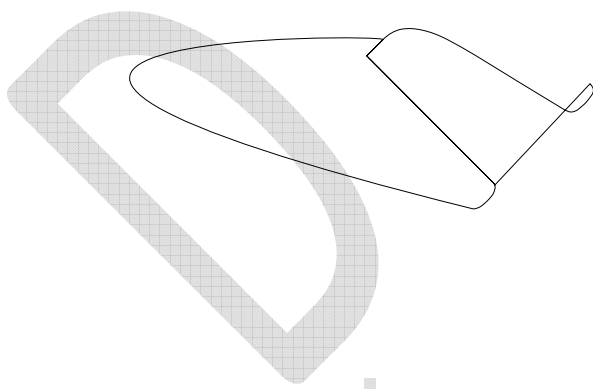
VP Berry reminded the department chairs that summer course offerings are to be distributed throughout the day, afternoon, and evening.

Reviewed course enrollment data and time block chart data disseminated via email to department chairs. Departments are to pick from the time blocks assigned to them when developing the schedules for the 2014 year; dividing them up between program areas as needed. These time blocks included the new 3100 and 3200 CTE buildings to be opened to open in the Fall 2014 semester.





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