**Enrollment Management Committee**

**Meeting Memory – Feb 16, 2011**

Present: Andreas Wolf, Chair, Bev Madden, Mike Mitchell, Anna St. Amand,

 Laura Demsetz, Marsha Ramezane, Recorder

Absent: Kevin Sinarle

**Agenda approved:**

* **Questions for Distance Education Survey – Why do students in online classes withdraw?**
* **Discuss video clip and how this might translate to CSM**
* **Learning Communities – Honors, PUENTE, instructional communities**
* **IPC update**

**Reviewed CSM ONLINE STUDENTS: SURVEY OF OPINIONS AND PRACTICES**

When a student DROPS an online class he/she would be invited to complete a survey. We want to know why the student is dropping the online class.

 Group provided a lot of feedback. Some of it is captured here.

 Needs to be brief and concise.

 Fold questions 1 and 2 into 1 question and modify format.

 Delete question 4

 Combine questions 5 and 6

 Modify question 7. Limit “reason” list to something like:

 Meet certificate, associate degree, and/or transfer requirement

 On campus sections were full

 More convenient fit with my class and/or work schedule

 Because of a disability

 Though online course would be easier than a traditional class

 Unable to come to campus

 Enjoy/comfortable with the online learning environment

 Other

 8. How for is your home from CSM? Less than 10 miles. 10-30 mi.. More than 30 miles

 9. Did the ONLINE class take MORE or LESS time compared to an on-campus class?

 Delete question 10

 Fold questions 11 and 12 into one question:

 WHY are you withdrawing from this class?

* + - * + Course was more work than I anticipated
				+ I did not have the necessary computer skills and/or equipment
				+ Additional responsibilities at home and/or work did not leave me the time to successfully complete this class.
				+ I couldn’t get to campus to take the exams

Question 13 – combine options

 Quality and/or accessibility of course materials

 Interaction with my instruct or

 Interaction with other students

 User friendly – ease finding and using course components

 Learning outcomes clearly explained and addressed

 Opportunities to assess my progress in the class

 Getting help when/if needed

Question 14 – combine 14 and 15

Did you use any support services? Yes or No

If YES …..

 Question 16 – rewrite and place earlier in the survey

 How did you communicate with your instructor?

 Phone, email, online discussion, offline discussion boards, in person,

 social media, other

 DELETE questions 17 and 18

 Question 19 – Did you complete CSM’s “Is Distance Learning For Me?” assessment to

 review your compatibility for online courses? NO YES If yes …………..

 DELETE question 21

 Question 22 – Will you consider another online course at CSM?

 Weave question 23 into question 14

 DELETE questions 24, 25, 26, 27

**Discussed video clip. The committee will view the clip together at the next meeting.**

**Learning Communities**

 **HONORS Program:** Laura reported that faculty are currently working to bring back an honors

 program. The intention is to bring back a viable program that creates opportunities for

 students.

**PUENTE:** A great program model. PUENTE is a program that requires funding and support. While the PUENTE program may not be viable at this time, it provides a model that can be developed and used.

**FIRST YEAR LEARNING COMMUNITIES:** Hard linking a CRER class with a basic skills class is a model for consideration.

**LEARNING COMMUNITIES:** College of San Mateo offered a rich selection of connected courses. Can this be achieved again given limited resources.

**IPS Updates**

 **Lorrita presented the Distance Education Plan**

 **Laura, Bev, Henry are working on a updated draft of the CSM mission statement**

**Laura announced that as she concludes her role as COI chair, she will be replaced on EMC by the new COI chair, Teresa Morris.**