Recruitment and Enrollment Team Minutes
October 26, 2022 2:00pm – 4:00pm
River Room/ Zoom

Chair: Mandy Hazel/Carrie Davis

Roll Call:

√	Carrie Davis	√	Sabrina Black	√	Virginia Chamness
√	Kevin Hunsperger	√	Jon VanMeter	√	Lindsay Johnson
√	Amanda Hazel	√	Tanya Hill	√	Mindy Ashby
√	Danielle Boyd	√	Sandy Fontana		
√	Mindy Reach	√	Jesse Smith-Fulia		

Agenda Items:

I. Call to Order
The meeting was called to order at 2:04 pm by Mandy Hazel, Chair.
A quorum was present.

II. Approve Minutes of August 26, 2022 and Sep 28, 2022
A motion was made by Tanya Hill and seconded by Jesse Smith-Fulia to approve the minutes of the August 26, 2022 meeting.
A motion was made by Kevin Hunsperger and seconded by Danielle Boyd to approve the minutes of the September 28, 2022 meeting.

III. Additions to the Agenda
There were no additions to the agenda.

IV. Items for Discussion

a. Introduce new Director of Recruitment and Enrollment
Mindy Reach is the new Director of Recruitment and Enrollment. Mindy stated that she is learning her role in the new position. She stated that the recruiters are out & about recruiting in all the high schools and registering students now that enrollment is open.

Financial Aid mailed Pell checks out last Friday. Financial Aid has also been going out to the high schools to do FAFSA completions.

b. Monthly reports from team members on recruitment activities

- Kevin posted a video promotion for the HCCTP. He also just finished a video promotion for the Automotive program. He is getting ready to do something at the Anna Center for the Medical Assistant program. Last week he was at the Cairo Center and did something for the CNA program. He is currently working with Mandy Hannan on the nursing programs at Main Campus. Next, he plans to go to the Metro Center for the Truck Driving program.
- Jonathan has been updating the website to make it easier for students to see what is available and to register for other programs, such as workforce development, business programs, dual credit and community ed.
- Jesse noted that, from his part of the day, Shawnee Experience Day seemed like it was better than last year's.
- Kevin reminded everyone about the Career Expo coming up on November 3. This will be another all hands-on deck event organized by Teale Betts.

c. Update on Withholding Transcripts policy

Danielle Boyd said that this policy was sent to the wrong team but it is still higher up and has not been sent back for any revisions.

d. Student Experience - Possible Research Project

- Jesse & Sandy have kicked around the idea of trying to understand the total student experience from the time they first make contact with us until graduation. The point of this is to find out what we're doing well and where we need to improve. We can use this information to make decisions moving forward. Sandy commented that they envision a more personal interaction with students than simply doing a survey at the end of the semester.
- Jesse mentioned this idea to Dr. Taylor and learned that this is either already being done or is in planning stages to be done by someone else.
- Jesse commented that he has a student who doesn't check his email because he says he receives too many. We need to find another way to communicate with our students. Students must opt-in to text messages. Tanya said that Amber Suggs has been texting students in SSS using the college-issued cell phone and is having great success over email.
- Jesse said we will need to:

1. Find students willing to participate. He has a total of 30 students in mind. Tanya mentioned we will need to invite more than the target number, because not everyone invited will actually participate.
2. Figure out the steps to take to learn about the students experiences here to help us identify gaps/road blocks in our processes.

- Jesse recommended we interview 3 students at a time. Tanya suggested 3-5 students to gain some diversity in the types of students (traditional/nontraditional) and the programs they are in. We may wind up with one student who talks the whole time so the others will not have a chance to share their experiences.
- Sandy mentioned that during class one day, students began talking about ITV classes. They were not happy. Some of them didn't know they were enrolled in ITV classes. Some thought they were enrolled in face to face but then the class changed to ITV. She let them vent because the students were sharing thoughts on ITV classes she had not heard. The students were giving a lot of details and examples. Mandy added that there was one class she knew of that was scheduled to be face to face until the day classes started and it got switched to ITV. So, nobody knew it was ITV until that day. Carrie added that her last student appointment was with a student who did not want to be in any ITV classes.
- Jesse asked if we can have the computer randomly select 30 students to invite to participate in the focus group. Sabrina suggested we decide what pool of students we want to include, community ed, continuing ed, adult ed, dual credit.
- Jesse is going to find out exactly what is being done, or being planned because we don't want to duplicate that effort. Kevin suggested he speak with Dr. Teske because he knows she is working on something for February-March that will be community-wide. He is not sure if this effort includes students.
- Mandy suggested that we each decide what we would like to learn from the student experience in our individual areas and bring that information back to the next meeting.

e. **November Meeting date and time - Nov 30, 2022@2p? - Due to holiday**

Due to the Thanksgiving Holiday Break, the next meeting will be held on Wednesday, November 30, 2022 from 2:00 pm – 4:00 pm in the River Room and via Zoom.

V. New Business

a. Review Student Rights and Responsibility policy 8310

Adjournment

The meeting adjourned at 2:55 pm with a motion from Mindy Ashby and second by Danielle Boyd.