|  |  |  |
| --- | --- | --- |
|  |  |  |

Minutes for the Senate Executive Committee

Date and Time: December 9th, 2020, at 2:00 pm

Location: Zoom Conference Call

Presiding: Carlos Rivera

Present: Ester Rodriguez-Chardavoyne, Joseph Gyan, Christine Hutchins, Denisse Feliz, Rayola Chelladurai, Sean Gerrity, Fabian Wander, Sherin Mathew

Absent: Kathleen Doyle, Yvonne Rosario- Quiroz

Minutes Prepared By: Sherin Mathew

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Call to Order | Meeting called to order | 2:07 pm |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Acceptance of Agenda | No edits/additions to agenda | Agenda accepted  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Approval of Minutes | No edits/additions to previous meeting minutes | Minutes approved  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Chair’s Remarks | Chair reported that he had spoken to the Senate leads regarding Admissions related data/initiatives for enrollment. Senate expressed willingness to hear further from the committee. Chair and Prof. Hutchins have volunteered to present at the Dec 17th Senate meeting on behalf of the committee.  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| ESL Testing | Admissions staff met with Language & Cognition, SDEM, Testing and OAA to solidify plan to track the ESL population better in the current conditions of placement tests being administered remotely. Goal is to be able to track students successfully from the point of admission through advisement, and enrollment.  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Students with no test/placement data | CUNY developed a new document meant to help campuses with the accurate placement of incoming students with no testing scores/data. Admissions is working on editing the document to a more digestible length for use by offices on campus  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Communication Memos | The 6 prospective student communication memos that were reviewed by the committee have begun to be sent out to students. 1300 students who have yet to complete their applications were contacted. SVP Rodgriuez-Chardavoyne mentioned social media campaigns (primarily videos) were also in the process of being developed.  |  |
| **TOPIC** | **DISCUSSION** | **DECISION / ACTION** |
| Admissions Event | Suggestion to open up the current events ADM hosts for high school counselors to more offices/academic departments on campus for better engagement.  | Committee has agreed to develop/host a Spring event that includes non-enrollment offices as well as academic departments to highlight the programs at the college.  |
| **TOPIC**College Readiness/Retention | **DISCUSSION**Discussion on the readiness of incoming students for college level coursework due to the relaxation of metrics such as testing/exams at the high school level. The possibility of the college holding accelerated summer sessions for MAT/ENG remedial work to help students before starting was brought up. Departments could also develop courses/better frameworks to expose students to the higher-level concepts that can help improve retention rates. Prof Chelladurai presented Radiology department’s attempt to develop a pre-req course that introduces physics/math concepts to students in the program before formal entry  | **DECISION / ACTION** |
| **TOPIC**Enrollment Challenges  | **DISCUSSION**Discussion on the current challenges faced by community colleges for enrollment numbers and a funding model dependent on declining FTE’s.  | **DECISION / ACTION** |
| Adjournment | Meeting adjourned  | 2:56 pm  |