

# **Collegial Governance Handbook**



**Santiago  
Canyon  
College**

**January 2021**

## **ENROLLMENT MANAGEMENT COMMITTEE**

Updated and approved by College Council 3/26/19

### **Mission**

With a primary focus on sustaining long-term student success and in accordance with Santiago Canyon College's mission and core goals, the Enrollment Management Committee (EMC) will develop a holistic and integrated approach to enrollment management that supports college-wide collaboration, engagement, creative-thinking and consensus building.

The purpose of the EMC is to discuss enrollment strategies and to make recommendations that contribute to student access, recruitment, persistence, completion, and lifelong learning through diverse program offerings.

### **Responsibilities**

- Evaluate on-going enrollment trends, activities, and initiatives
- Initiate research on scheduling and instruction at the department and division levels as well as within and outside the district
- Use high-quality qualitative and quantitative data to inform recommendations
- Collaborate with college constituencies to develop, implement, and evaluate enrollment management goals and strategies that align with SCC's Education Master Plan
- Assess, evaluate, and make recommendations for student support strategies to enhance student access, success, persistence, and goal attainment
- Report and make recommendations to Curriculum and Instruction Council and the Planning & Institutional Effectiveness Committee
- Monitor and evaluate progress toward strategic enrollment planning goals

### **Chair**

Co-Chairs: Curriculum and Instructional Council Chair (or Designee) and One Administrator

### **Membership**

- All Division Deans (Credit and Noncredit) (*or designee*)
- Assistant Dean of Admissions and Records (*or designee*)
- Registrar or Designee
- Academic Senate President (*or designee*)
- Articulation Officer
- Curriculum and Instruction Council Chair (*or designee*)
- 3 Classified Staff
- 1 Student
- 2 Faculty from Arts, Humanities, and Social Sciences Division
- 2 Faculty from Mathematics and Sciences Division
- 2 Faculty from Business and Career Education Division
- 1 Faculty from Continuing Education Division
- 1 Counselor
- 1 Librarian
- 1 Faculty from Disabled Students Programs and Services (DSPS)
- 1 At Large Faculty Member