

**San Diego Mesa College
Participatory Governance Group
Enrollment Management Committee**

Group Name: Enrollment Management Committee

Description/Purpose: To implement the collaborative, innovative, and student-centered three-year strategic enrollment management plan

Responsibility and Reporting Lines (to whom): President's Cabinet, Vice-President of Instruction

Accountability (if and what): District Enrollment Management Targets, annually review, assess, and update Enrollment Management Plan goals.

Relationships (sub-committees, taskforce, etc.): Deans Council, Committee of Chairs

Goals: College-wide collaboration, increased enrollment, equity informed student retention and completion, utilizing data and best practices with a focus on equity.

Membership Composition (title/position/department/program):

Co-chair: Vice-President of Instruction, Faculty

- Vice-President of Instruction (1)
- Dean or Faculty on rotating basis from each school (5 deans and 5 faculty)
- Classified Professionals (2) – Instruction and Student Services representatives
- Students (2)
- Institutional Effectiveness researcher or dean (1)
- Chair of the Committee of Chairs (1)

Advisory Members:

- Vice-President Administrative Services
- Vice-President Student Services
- Director, Admissions and Veterans
- Director, Financial Aid
- Communication and Marketing representative
- Outreach representative
- Faculty Co-Chair, Curriculum

Terms of Membership: Two-year term

Meeting Dates/Times: First Friday of the month, 11:30am – 1:00pm

Website: <https://www.sdmesa.edu/about-mesa/administration/instructional-services/enrollment-management/index.shtml>

Date Established/Revised: Sep 14, 2023

Notes: It is suggested that dean/faculty from each school rotate from dean to faculty each membership period. It is suggested that the faculty be a scheduling chair whenever possible. Also, in order to insure the entire committee does not turn over every two years, in the first round some members should have 1 or 3-year terms. When possible, potential new members could attend meetings for the term before they actually join for continuity.