

## **Participatory Governance Group Organizational Template**

**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, increase enrollment, student retention, completion, utilizing data and best practices.

**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 (10)
- 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 1, 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.