

**Location: Building 2, Library Conference Room**

**Date & Time: May 14, 2025, at 10:00 AM**

**Attendees:** Brian Busch, VP, Student Development Services; Erica Caracoglia, Associate VP, Institutional Effectiveness and Research/Accreditation Liaison; Jeremiah Jackson, VP Continuing Education, Workforce Development; Angela Mobley, Director of College and Career Readiness; Manika Parker, Director, High School Programs; Kinsey Price, VP Institutional Advancement; Vanessa Tripp, Director of Admissions, Counseling, and Student Support Services.

**Absent:** Happy Gingras, VP Academic Affairs/CAO

**Recording Secretary:** Vanessa Tripp

#### Agenda Items

- I. Call to order: Dr. Busch called the meeting to order at 10:03 AM.
- II. Roll call & verify quorum: Quorum was verified.
- III. Approval of minutes from last meeting – Erica Caracoglia motioned to approve the minutes and Jeremiah Jackson seconded the motion. Motion approved.
  - I. Data Report – Erica Caracoglia
    - I. Summer dashboards are available. FTE is similar to Summer 2024. Headcount is down compared to Summer 2024. Martin County Schools is not permitting their seniors to take summer classes with us. We will discuss this factor later in the meeting. We will have a few classes for Juvenile Justice classes this Summer and Fall. Numbers will fluctuate due to deregistration.
    - II. Fall enrollment is a concern. We are down in FTE and headcount at this time. There has been some improvement over the last week. We are only down 5-6 FTE compared to last week. Headcount seems to be significantly down. Erica Caracoglia mentioned that she has updated the dashboards to reflect real-time data more accurately. As of last week, there are 73 fall classes with no students registered. As of this week, there are 68 classes with no students.



- I. Manika Parker indicated that there are a lot of high school students who have not been registered yet. High School Programs staff are waiting on paperwork from the high school counselors. Questions were raised as to if something was different this year that is delaying high school enrollment. No factors were identified that could account for the change, and Manika Parker indicated that she was not concerned and expects high school registration numbers to be comparable to fall semesters. Manika Parker was asked at what point should we be concerned about high school numbers and she indicated numbers should be much firmer by the middle of July.
  - II. There are plans for some courses to be taught to high school students on the MCC campus. Manika Parker indicated that we are expecting an increase in students because of on-campus classes. The Early College status is not yet official for Martin County Schools, but students can enroll prior to the official status.
  - III. Traditional enrollment for Fall 25 is on track with previous semesters.
  - IV. Work on enhancing dashboards with more real-time data continues.
- IV. Enrollment and Success Management Planning (Erica Caracoglia)
- I. To increase outreach, Erica Caracoglia sent emails to each faculty advisor with a list of students who are not registered and not graduating with an associate degree. For future measurement of impact, we can consider methods to track the percentage of students registered by time period.
  - II. We may want to consider using a specific code to identify Martin County School Early College for tracking purposes. This will allow us to efficiently track their progress.
  - III. Regarding exit interviews being conducted by high school program staff, Manika Parker explained this is an area in need of improvement. Currently, they have completed only about 50 interviews. Manika Parker explained that high school program staff does not meet with all students directly. Erica Caracoglia suggested conducting advising sessions by phone to overcome this barrier.
  - IV. We do not have anything in our plan for Continuing Education. We need to add strategies for Continuing Education to the 2025-2026 plan.



- V. Regarding increasing course success/credential attainment, the discussion focused on the need for more marketing that highlights programs. Kinsey Price noted that faculty have to request advertising for their program and provide program specific information. Erica Caracoglia noted that faculty have mentioned their desire for increased marketing during program reviews. To facilitate increased communication between faculty and marketing, Kinsey will send an email out to everyone in the fall to make them aware that if they want advertising, they need to contact marketing. Kinsey shared that we will eventually have a ticket system to aid in the coordination of marketing needs. Kinsey indicated that marketing currently reviews schedules and generates some advertising on their own based on what they know.
  - VI. Regarding the credential attainment goal, we are making progress on identifying students with pending and completed programs so we can increase the number of student completers. For 2025-2026, we need to have discussions involving faculty as to whether they want students in all programs versus active in only the Associate degree. There are lot of opinions, and we need to determine consensus.
  - VII. For 2025-2026, we need to focus on increasing workforce/CE credential attainment for courses greater than 96 hours. Erica Caracoglia can do baseline data, but Continuing Education needs to think about what programs they want to begin and/or track.
  - VIII. The goal to increase high school equivalency attainment has been met. Angie Mobley will add her data to the ESM plan.
  - IX. All members need to add their data to the ESM by the next meeting.
- V. ESM Calendar Dates (Brian Busch)
- I. Dr. Busch discussed the best practice of reviewing the calendar monthly to determine when we need to complete an action step.
  - II. We will run the deregistration list early again this term to allow students time to overcome payment obstacles.
  - III. To increase completion of the mandatory attendance assignment by the census date, a text message reminding students who have not completed the assignment will be sent. Last term, Tina Farmer sent a list of students who had not completed their mandatory attendance assignment to Erica Caracoglia who then sent a reminder text. This measure was very effective. There are lots of efforts in place across campus to increase completion of mandatory enrollment assignments, and completion rates have increased.
  - IV. We will add a column to the calendar to indicate the position responsible for completing tasks on the calendar. We will determine responsibilities at a future meeting.
  - V. We will contact active students eligible to register to encourage registration and financial aid renewal for 2025-2026.
  - VI. Vanessa Tripp asked for clarification regarding services available this summer including the Distance Learning Lab and tutoring so we can inform students



appropriately. Also, clarification is needed for when division chairs are working this summer so the Office of Admissions, Counseling, and Student Support Services can appropriately route existing students during the summer or provide direct support for the existing students.

- VII. The group discussed how often social media posts will occur regarding fall registration. Kinsey Price indicated that they will run often. She noted this is the first full year her team will be implementing the new marketing calendar and will be adding dates for advertising cycles.
  - VIII. A column was added to the calendar to indicate completion of a task.
- VI. New business (Brian Busch)
- I. Dr. Busch shared that he received an email indicating that President Trump's budget is slated to include cuts that could affect programs we currently use including the elimination of TRIO and FSEOG grants as well as a decrease in federal work study opportunities. Changes in the Pell Grant are also mentioned with full time status being defined as 15 hours rather than 12 hours and the elimination of less than ½ time awards. This is just informational regarding conversations happening at the Federal level.
  - II. The group celebrated the large number of recent GED graduates. Ongoing efforts by GED staff and OACSSS to help GED graduates continue their education at MCC were highlighted. It was noted that some GED graduates plan to attend other community colleges because MCC does not have their program of interest. The OACSSS tracks GED support efforts. To enhance our understanding of the educational activities of GED graduates, GED staff could conduct more formal exit interviews.
- VII. Old business (Brian Busch)
- I. There was no old business.
- VIII. Adjournment (Brian Busch)

Respectfully submitted by: Vanessa Tripp

