A. Open Session

1. Call to Order, Roll Call and Adoption of Agenda

The Board of Trustees of the Marin Community College District met in the cafeteria in the Student Services Building on the Kentfield campus, all members having received notice as prescribed by law. Board President Conti called the meeting to order at 4:10 p.m. Trustees Conti, Long, Treanor, Kranenburg, Dolan, were present. Trustee O'Brien was connected via phone. Dr. David Wain Coon, Al Harrison, Dr. Ken Meier and Linda Beam were also in attendance.

M/s (Long/Kranenburg) to adopt the agenda and end the meeting in memory of Kimo Campbell who served as a Trustee from 1975-1991. The motion passed by a unanimous vote of 5-0.

2. Public Comment – Closed Session Agenda

There was no public comment on the closed session agenda and the Board recessed to closed session at 4:13 p.m.

B. Closed Session

The Board met in closed session at 4:13 p.m. in the Deedy Staff Lounge in the Student Services Building on the Kentfield campus. All publicly elected Trustees were present except Trustees Namnath and Dolan who arrived at 4:15 p.m. and Trustee O'Brien who joined via phone. Dr. David Wain Coon, Al Harrison, Dr. Ken Meier, and Linda Beam were also in attendance. Mark Kelley, Jack Kemp and Glenn Gould representing Dannis, Woliver and Kelley also attended.

The closed session recessed at 6:02 p.m.
REGULAR MEETING

C. Open Session

1. Call to Order, Roll Call and Adoption of Agenda

Board President Conti called the regular meeting of the Board of Trustees of the Marin Community College District to order at 6:32 p.m. in the cafeteria on the Kentfield campus. All publicly elected Trustees were present. Trustee O’Brien joined via phone. Student Trustee Bergstrom-Wood was also in attendance.

M/s (Long/Treanor) to adopt the agenda, and the motion passed by a vote of 6-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).


Board Clerk Namnath reported that no action was taken in closed session.

3. Public Comment
   a. Comments re. Items Not on the Agenda

Mimi Willard representing Friends of the COM Track offered congratulations and thanks to President Coon, COM Administration and especially the Board of Trustees on the new track. There was a brief discussion about a problem with puddles occurring in one small area of the track.

Patrick Kelly representing the Physical Science Department brought up Distance Ed and the WASC recommendation. He stated that Distance Ed is here. He also stated that he loves the new Science Building and labs and will be happy to move into the building. He brought up the fact that many high school students do not come to COM because they can’t get the classes they need in two years; we need a model blueprint. A proposed Fall 2009 schedule for Science and Math Majors Courses is attached to the minutes.

b. Comments re. Items on the Agenda – to be heard immediately before the Board of Trustees’ consideration of the item

None

4. Chief Executive Officer’s Report

- President Coon introduced Kathy Joyner who will be his new Executive Assistant and thanked Kelley Litz for her assistance during this transition.
- He also announced that we will be asking for approval of item C.9.d. President Coon thanked Trustees Treanor and O’Brien for their participation in the interviews of the three proposals.
- President Coon introduced Kerry Mazzoni who will be working with Dale Shimasaki, Strategic Education Services for governmental relations services.

a. **Citizens’ Oversight Committee Report (Bill Scott)**
   Bill Scott thanked President Coon and the Board of Trustees. The COC met on January 25th and reviewed the audit from July 1 to December 31, 2010. Trustee Conti expressed her thanks and appreciation.

b. **Accreditation**
   President Coon went over the WASC report, which is attached to the minutes. A general discussion ensued. It was stated that the Board will do their part, must understand what WASC is looking for, and recommended that between now and October there be a second session and a half-day retreat to be held in April.

c. **Enrollment**
   President Coon presented a Power Point overview of COM enrollment. A Q&A session followed. A copy of the presentation is attached to the minutes.

5. **Academic Senate Report**
   Sara McKinnon, Academic Senate President, spoke about enrollment numbers. A copy of her report is attached to the minutes.

6. **Classified Senate Report**
   No report

7. **Student Association Report**
   Student Trustee Bergstrom-Wood stated that they are looking for more student reps on the ASCOM Board. He also stated that Financial Aid is becoming tougher to get as enrollment fees increase. He also spoke briefly re the WASC report.

8. **Consent Calendar Items (Roll Call Vote)**
   M/s (Treasor/Long) to approve all items on the Consent Calendar. The motion passed a roll call vote of 7-0. Student Trustee Bergstrom-Wood cast an advisory aye vote.

   **A. Calendar of Upcoming Meetings**

   **B. Approve Classified Personnel Recommendations**
   1. Appointment of Classified Personnel
   2. Appointment of Hourly Personnel
   3. Temporary Reassignment of Classified Personnel
   4. Resignation/Retirement of Classified Personnel

   **C. Approve Short-Term Hourly Positions**
D. Approve Academic Personnel Recommendations
   1. Temporary Credit Instructors Added and Changed Appointments Spring 2012
   2. Retirement of Academic Personnel
   3. Phased-in Early Retirement of Academic Personnel

E. Budget Transfers – Month of January – FY 2011/12

F. Warrant Approval

G. Second Reading and Approval of Revised Board Policies
   • BP 7600 District Police
   • BP 7700 Whistle Blower Protection

H. Approve New Community Services Courses

I. Approve New Credit Courses

J. Approve Credit Course Revisions

K. Approve Credit Course Deletions

L. Approve Revision of Certificate of Achievement in BIOL and Additions of SLO’s

M. Approve Retention of A.A. Degree in LACS and Additions of SLO’s

N. Modernization (Measure C)
   1. Ratify/Approve Modernization Contracts, Changes and Amendments
      ($580,253.00)
   2. Approve Subcontractor Substitution Request (Glass and Glazing)
      Science Math Central Plant Complex Increment 2 & 3 Site Development & Building
      Project (305A) Lathrop Construction Associates, Inc. – ($0.00)
   3. Declaration of Surplus Disposal
      Performing Arts and Fine Arts Relocation Project (8501)

9. Other Action Items
A. M/s (Treonar/Long) to approve Hospital Experience Agreement with Alta Bates
   Summit Medical Center. The motion passed by a vote of 7-0 (plus an advisory aye
   vote by Student Trustee Bergstrom-Wood).

B. Modernization (Measure C)
M/s (Treonar/Long) to approve items 9.B.1, 2 & 3. The motion passed by a
   unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-
   Wood):
   1. Authorize Award of Construction Contract
Child Study Center Increment Two (Building) Project (303C)  
JL Modular, Inc. ($2,144,000.00)

2. Approve Notice of Completion  
New Fine Arts Building Project (306C); SMCP Pre-Construction Irrigation Plan Project (305C)

3. Approve Notice of Completion  
Track Renovation Project (308G)

C. M/s (Dolan/Treanor) to approve Amendment and Renewal of Student Training Agreement with Saint Francis Memorial Hospital. The motion passed by a unanimous vote of 7-0 (plus an advisory vote by Student Trustee Bergstrom-Wood).

D. M/s (Treanor/Long) to Approve Consulting Agreement with Strategic Education Services for Government Relations Services. The motion passed by a unanimous vote of 7-0 (plus an advisory vote by Student Trustee Bergstrom-Wood).

RESOLUTIONS (Roll Call Vote)

E. Approve Resolution in Support of Black History Month

F. Approve Resolution in Support of National Engineering Week  
M/s (Namnath/Treanor) to merge into one. The motion was passed by a unanimous vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood)

10. Board Policy Review (1st Reading)  
None

11. Future Agenda Items  
a. Bolinas Property (March/April)  
b. Parcel Tax (March/April)

12. Board Reports and/or Requests  
a. Legislative Report  
Trustee O’Brien reported that she attended the CCLC Effective Trustee Conference and brought back information to President Coon. Trustee Treanor reported that she also attended this same conference.

b. Committee Chair Reports  
None

c. Individual Reports and/or Requests  
Trustee Treanor stated she looks forward to visiting the IVC Organic Farm with President Coon and one of the supporters of the President’s Circle. President Coon stated that the Farm video will be shown at the next Board Meeting at IVC.  
Trustee Conti reported that former Trustee Carol Dillon-Knudson reported to her that IVC is in great shape now.
13. Approval of Minutes
   • Minutes of January 17, 2012 Board Meeting
     M/s (Treanor/Dolan) to approve the minutes of the January 17, 2012 Board meeting.
     The motion passed by a vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).

14. Information Items (see written reports)
   Board members were asked to review the information items in their Board packets.

   B. Modernization Update
      1. Director’s Report
      2. Contract Milestones Report through January 2012
      3. Program Schedule

   C. Revised Administrative Procedures
      None

   D. Calendar of Special Events
      CCLC Trustees Conference – May 4-6, 2012 – Sheraton Marina, San Diego

15. Correspondence – None

16. Board Meeting Evaluation
   Good

17. Adjournment
   M/s (Namnath/Treanor) to Adjourn at 8:10 pm. In honor of James Kimo Campbell. The motion passed by a vote of 7-0 (plus an advisory aye vote by Student Trustee Bergstrom-Wood).
### Proposed Fall 2009 Schedule for Science and Math -- Majors Courses

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**Note:** Bio115 includes 2 8-hour field trips: Sat 9/11:9am-5pm & Fri 9/17 9am-5pm

**Note:** for multiple lecture/lab sections, labs are tied to a specific lecture in Chem classes, but not in Biol classes.
February 1, 2012

Dr. David Wain Coon
Superintendent/President
College of Marin
835 College Avenue
Kentfield, CA 94904

Dear President Coon:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 10-12, 2012, reviewed the Follow-Up Report submitted by College of Marin and the report of the evaluation team which visited Monday, October 31, 2011. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution.

The Commission acted to issue Warning and to ask that College of Marin correct the deficiencies noted. The College is required to complete a Follow-Up Report. The report will be followed by a visit of Commission representatives.¹

Warning is issued when the Commission finds that an institution has pursued a course of action which deviates from the Commission’s Eligibility Requirements, Accreditation Standards, or policy to an extent that raises a concern regarding the ability of the institution to meet The Standards. The accredited status of the institution continues during the warning period. Warning is being issued at this time for deficiencies identified in the team report and associated with Recommendations 1, 3, 5, 7, 8, and 9.

The Commission requires that the Follow-Up Report be submitted by October 15, 2012. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

¹ Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission will want to review the new publication Guidelines for the Preparation of Reports to the Commission. This publication contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (www.accjc.org/college-reports-accjc).
Recommendation #1
In order to meet standards, the team recommends that the college regularly update all institutional plans and systematically evaluate the effectiveness of all planning and resource allocation processes. The college should communicate to all college stakeholders the results of these assessment activities, and implement identified improvements on a continuous basis to support and improve student learning. Additionally, the team recommends that the college ensure that planning is linked to budgeting for the effective use of its resources. (I.B; I.B.6; I.B.7; III.D.1.a; III.D.3)

Recommendation #2
In order to meet the Commission’s fall 2012 deadline, the team recommends that the college accelerate its efforts to identify and assess measurable student learning outcomes for every instructional, library and student support program. The team further recommends that the college incorporate student learning outcome assessment results into program planning and resource allocation for the improvement of student learning. (II.A.1.a; II.A.1.c; II.A.2.f; II.A.3.a; II.B.4; II.C.2)

Recommendation #3
In order to meet standards, the team recommends that the college allocate resources to create a sustainable infrastructure to support a distance education program that can deliver high quality curricula and support student access and success. (II.A.1.b; II.A.2.d; II.B.3.a; III.C.1)

Recommendation #5
In order to meet standards, the team recommends that the college remedy the lack of library services, learning resources and student support services for evening, Indian Valley Campus, and online students. (II.B.3.a; II.C.1.c, ER 14, ER 16)

Recommendation #7
In order to meet standard, the team recommends that the college develop a facilities master plan to ensure the effective utilization and quality of physical resources which are necessary to support its programs and services. (III.B.2.b)

Recommendation #8
In order to meet standards, the team recommends that the college establish and communicate a sustainable technology plan for the acquisition, maintenance and replacement of its infrastructure, equipment, support and training to meet institutional needs. The team further recommends regular evaluation of this plan for its effectiveness in prioritizing and funding current and projected long term technology needs. (III.C.1.a; III.C.1.b; III.C.1.c; III.C.1.d)

Recommendation #9
In order to meet standards, the team recommends that the board focus on developing policies that support the quality, integrity and effectiveness of student learning programs and services. The board should deliberate with due diligence and make timely decisions that are in the best interests of the institution.
The board should act as a whole and adhere to board policy once a decision has been made, and support the superintendent/president’s authority in administering board policies and procedures. (IV.B.1; IV.B.1.a; IV.B.1.f; IV.B.1.j; IV.B.2; IV.B.2.c)

Recommendations #1, #7, #8, and #9, and the texts of the Evaluation Team Report related to these recommendations, identify issues with integrated planning and board governance. These issues have been subject to several Commission sanctions on College of Marin in the past decade. It is very important that College of Marin address these issues quickly and fully.

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with Accreditation Standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. College of Marin must correct the deficiencies noted in Recommendations 1, 3, 5, 7, 8, and 9 by October 2012 or the Commission will be compelled to act.

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your College staff and to those who were signatories of your report. This group should include campus leadership and the Board of Trustees.

The Commission also requires that the College make all reports and action letters available to students and the public by placing them on the institution’s website. The Follow-Up Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation. Should you want an electronic copy of the report, please contact Commission staff.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above.

On behalf of the Commission, I wish to express continuing interest in the institution’s educational quality and students’ success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and quality.

Sincerely,

[Signature]

Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Dr. Chialin Hsieh, Accreditation Liaison Officer
    Board President, Marin Community College District
    Dr. Jose Ortiz, Team Chair
College of Marin
Enrollment Report
Spring 2012

Dr. David Wain Coon
Superintendent/President
February 21, 2012
- Enrollment Comparison
- Credit vs Noncredit
- Unit Allocations
- Factors
- Strategies
College of Marin
Unduplicated Headcount of Credit Students
as of First Census Day

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2/21/2012
Definition of Student Type

- Returning Student: Returning student to College of Marin after being absent for two consecutive terms.

- Continuing Student: Students took course(s) last semester and continued taking course(s) this semester.

- New Transfer Student: Students attended another college, but never attended credit classes at College of Marin.

- New First Time Student: Students never attended credit colleges course(s).

- Still in High School: High school students enrolled in high school and College of Marin at the same time.
Credit Students vs Noncredit Students

College of Marin
Unduplicated Headcount as of First Census Day

- Credit Students
- Noncredit Students

Fall 2010: 7789 Credit Students, 1611 Noncredit Students
Spring 2011: 7862 Credit Students, 1634 Noncredit Students
Fall 2011: 7387 Credit Students, 1393 Noncredit Students
Spring 2012: 7337 Credit Students, 1273* Noncredit Students

*Noncredit Students headcount were end of terms from Fall 2010 through Fall 2011, except Spring 2012 was the beginning of the term.
College of Marin
Revised Unit Allocations

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Factors Impacting Enrollment

1. Fee increase
2. Reduction in units
3. Impact of financial aid
4. Revision in procedures for the enforcement of prerequisite verification
Factors Impacting Enrollment Fee Increase

History:

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<td>1994</td>
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<td>2002-2004</td>
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<td>$26 → $36</td>
<td>???</td>
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<tr>
<td>Summer 2012</td>
<td>$36 → $46</td>
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Factors Impacting Enrollment Reduction in Units

- Budget cuts to categorical programs
- Elimination of a number of avocational courses from the credit/noncredit class schedule
  - Spring 2010: 2568 units offered
  - Spring 2011: 2507 units offered
  - Spring 2012: 2474 units offered
  - 90 units
Factors Impacting Enrollment

• Impact of financial aid
  – 340 students were denied Financial Aid in Fall 2011 due to Academic Progress; 233 did not register in Spring 2012; 107 registered in Spring 2012.
  – Removing students who were not serious about academic achievement from abusing the system.
  – Department of Education.

• Revision in procedures for the enforcement of prerequisite
  – 401 credit students who were blocked due to prerequisites and did not enroll in any other course in Spring 2012.
  – The purpose of this revision was to ensure students are prepared for the courses in which they are enrolling.
  – COM has been enforcing prerequisite. Spring 2012 COM implemented the enforcement through Banner (use of technology).

Unduplicated headcount for financial aid and prerequisite = 620 (401+233=634)
Strategies

• IVC Transfer Pathway
• Strategically added: Sections of courses
• Radio/TV Ad campaign: $30,000
• Special Mailings:
  – former students
  – parents of High School students
Tonight I wanted to talk to you a little about enrollment numbers – or what is really important in the overall scheme of things. We've had a steady increase in headcount since 2008 with a slight drop-off over the last year. And as you have heard, we've had a number of things affect our students that are beyond our control including financial aid issues and the enforcement of pre-requisites. And frankly, headcount is the least important issue here. It's important for us to be able to put this in perspective.

College of Marin is very much a commuter school – a college filled with part time students who are trying to make ends meet while furthering their education. Here are a couple of enrollment statistics scenarios:

1) You have a higher headcount, but the average number of units that students are taking is lower. This implies that students have to work more than study – having less money to pay for classes – but more importantly, having less money to pay for life. Their most important priority must be paying rent and feeding themselves and their families.

2) You have a lower headcount AND a lower average number of units students are taking. In this case, perhaps you have a reason to worry. But at a certain point, bad economic times must be endured.

3) You have a lower headcount, but a higher average number of units students are taking. This is what we indeed have experienced this semester. This combination means that individual students are enrolled in more classes rather than less. In fact, since 2009, our average student “load” has increased from 7.01 units to 7.18 units. This is a good thing!

I would argue that rather than “headcount”, the issue we all need to grapple with is how to assist more of our students to study more without financial worry. We also need to make sure that students are placed correctly since all the headcount in the world won’t mean anything if students fail.

You were given the Student Success Task Force Recommendations at your last meeting. On one level, the recommendations, by focusing on the accelerated completion of degrees and certificates, actually hurt low-income students who have a hard time going to school full-time. Many other SSTF recommendations attempt to “incentivize” student behavior around enrollment by putting strings on the BOG fee waiver for example.

A more sensible one, Recommendation 3.3, states:

“Community Colleges will provide students the opportunity to consider the benefits of full-time enrollment.

It goes on to say:

“Research indicates a high correlation between full-time enrollment and students’ achievement of their educational objectives. The faster a student completes his or her education the less time there is for life or family issues to get in the way.”

This is quite true. However, all it says for implementation is that information should be disseminated on “best practices for financial aid packaging and by deployment of existing resources including the “I Can Afford College” financial aid awareness program.” Awareness is a start, but it is not funding. In fact, PELL grants have now been cut from 9 years to 6 years total to complete a BA degree.

Hopefully in the next couple of years as these recommendations are implemented, we will find ways to help our students take more units, and to help our students successfully be full-time students or at least closer to that ideal than they are now. While we may have lost some students this semester who were blocked due to pre-requisites, the proof will be in the increased success of students who have been placed correctly. Yolanda said this a few years ago, and I reiterate her sentiments: We need to focus on the students we have rather than getting side-tracked on the question of increased headcount.

--Sara McKinnon, Academic Senate President