

MINUTES

(prepared by CSEM Co-Chair Ishmael Tarikh)

CSEM Meeting, 21 November 2019@5pm
L-13 Conference Room

Present: Shelly Michael, Daniel Solomon, Ishmael Tarikh, and Patricia Del Rio --- the Call to Order was at 5:15 due to the late arrival of Patricia Del Rio --- this is when a quorum was established

- 1) The Agenda was approved, and there was no Public Comment
- 2) **Old Business:** Ishmael began the meeting by re-visiting the need to follow-up on the meeting CSEM had with President Christina Espinosa-Pieb. He also read portions of the CSEM Year-End Report, in order to establish how we want to proceed in this Academic Year. Shelly suggested that we work with Mallory Newell, and Ishmael reported that a good initial rapport had been established with District Researcher David Ulate. Ishmael asked what do we need to ask? He also expressed confidence in obtaining the pertinent data we pursue through David Ulate's office. Patricia asked what is our focus??? Daniel echoed that query. Ishmael replied that our focus is not any different than last year, but our approaches will probably need to change. This discussion included thoughts on "filling out" the missing seats on CSEM (there are 3).

Ishmael shared the Agenda from the CSEM meeting (Tuesday, 15 October 2019). He also distributed two other documents:

the Institutional Effectiveness Partnership Initiative (IEPI) Strategic Enrollment Management Workshop (Friday, 1 November 2019) schedule, and

the instructions for submitting a Letter of Interest to the Chancellor's Office

- 3) **New Business:** Ishmael gave the contours of the upcoming (Monday, 25 November 2019) CSEM presentation update before the Academic Senate Executive Committee. He spoke of 5 discrete components of the update:

- 1: re-visit the Year-End Report
- 2: report on today's CSEM meeting
- 3: report on the IEPI SEM Workshop
- 4: the intention to seek to obtain a Partnership Resource Team (PRT) - which includes applying for a Strategic Enrollment Management (SEM) Team for De Anza
- 5: request agendizing a Academic Senate Resolution calling for greater cooperation with the De Anza Administration

It was unanimous that CSEM needs "buy-in" by the De Anza College Administration. There were comments and perspectives shared among all members present. Ishmael outlined the need for each CSEM member to take on a task to fulfill our objectives. Ishmael committed to follow through on defining and assigning tasks (with member acquiescence).

We agreed to meet twice during the Winter Quarter, and twice during the Spring Quarter. We also agreed to develop a document that is to be completed by the beginning of the Spring Quarter. Ishmael spoke of "dialing back" our objectives so that we should focus on getting assistance from the Statewide Chancellor's Office.

Adjournment (6:15pm)