

*Strategic Enrollment Management Plan (2016-2019)*

Strategy	Timeline	Activity	Lead Department/ Person	Action Item / Measurable Outcomes
<b>GOAL #4 Schedule Management:</b> Conduct regular analysis of enrollment data to guide how the College schedules courses, activities, and programs to achieve its core mission.				
To establish guiding principles for schedule development		Review what other colleges use for schedule development  Distribute Department Galleys  Create a matrix that outlines some data driven justification for scheduling	CIO/Department Chairs/Supervising Deans/Scheduler/Institutional Researcher	Increase campus classroom efficiency via appropriate scheduling (review the actual use of each classroom verses the defined usage)
To allocate standard hours to departments in a systematic manner		Obtain input from department chairs	Academic Affairs/Department Chairs/Scheduler/Counseling/Council of Instruction/ Institutional Researcher	Met allocated standard hours of instruction each semester utilizing data to drive planning
To provide various methods of course delivery		Direct departments to change at least 1 or more classes depending on their size to afternoon(review faculty contract not to interfere with work blocks)	Academic Affairs/Department Chairs/Scheduler/Counseling/Council of Instruction/ Institutional Researcher Scheduler	Improve student retention, success and completion (continue to monitor indicators each semester)
To increase student completion rates		Review class scheduling to avoid matriculation conflicts  To schedule more classes in the middle of the day or early evening (as we face room shortages until all construction projects are completed)	Scheduler/Supervising Dean/Department Chairs/Counseling Department/Institutional Researcher/Scheduler/Academic Affairs	Compare completion/ graduation/transfer rates based on time of day scheduling differences  Increase student completion rates (certificates / graduation/transfer)  Avoiding unnecessary duplication of classes and increase higher enrollment