



SANTA ANA COLLEGE  
**Enrollment Management Committee**  
Tuesday, May 20, 2025, 3:30pm – 5:00pm  
[Zoom](https://zoom.us)

**Minutes**

**1. Welcome**

- Meeting commenced with a welcome from the chair.

**2. Approval of Minutes – April Meeting**

- Minutes from the April meeting were presented. A motion to approve was made and seconded (S. Eidgahy, M. Dela Cruz) once quorum was met. Minutes approved with one abstention (W. Nguyen)

**3. Fraudulent Student Enrollment Update & Census Verification (Mark DeAsis)**

- Update provided on verification efforts and communication to students flagged as potential frauds.
- May 22 set as the deadline for students to verify enrollment.
- Discussions addressed discrepancies in reporting tools, manual drop process post-W deadline, and faculty notification protocols.
- Summer census verification to launch June 9 with enhanced faculty notifications and instructional support.

**4. Standard Accounting Process Update (Claire Coyne via Matthew Morin)**

- Overview of the new standard accounting method and proposed implementation in 2026–2027.
- Discussion on impact of daily contact hour reporting vs. full-term (WISH) method.
- Potential adjustments needed for curriculum and instructional hour alignment.
- Emphasis on maximizing efficiency and aligning hours/units with student success in mind.

**5. Enrollment Academy Update (Matt Morin)**

- Full team confirmed for the Academy.
- Focus on developing planning tools for FTES management.
- Academy outcomes to inform future scheduling strategies and support for faculty.

**Santa Ana College Mission Statement**

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

## **6. Enrollment Management Retreat**

- Group discussion determined retreat should be held during the semester, preferably after Labor Day (proposed date: September 12).
- Intended audience: department chairs and deans.
- Format: half-day session (8:30 AM – 1:00 PM), meaningful agenda, hands-on FTES planning with user-friendly tools.
- Facility request to be submitted for Johnson Student Center.
- Pre-work to include preliminary spring schedule drafts from participants.

## **7. Approval of 2025–2026 Meeting Schedule**

- Motion to approve third Tuesday of the month as standing meeting date for 2025–2026.
- Time was changed to 3:00-4:30pm

EMC Meetings will be held on the third Tuesday from 3:30-5:00pm each month unless otherwise noted

**Fall 2025:** September 16, 2025, | October 21, 2025, | November 18, 2025

**Spring 2026:** February 17, 2026, | March 17, 2026, | April 21, 2026, | May 19, 2026

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