Initiative	Outcome	Relates to	Person responsible	Deadline
1. Coordinated DC meeting to collaborate on scheduling. Include Sherrie Ann, Counseling, STAR and the PAL scheduling person. Should be held in early Jan for Fall and August for Spring.	Improved communication and coordination between disciplines/programs in aligning program needs. Allows for early planning and minimizes last minute rush to add classes that don't fill.	a) improving the fill rate of classes because they'll be better aligned b) having a strategic schedule team for a more holistic and collaborative look at scheduling needs.		Fall planning meeting – early January.
2. Capture data on enrollment by program. Interested in looking at a) programs with the largest number of pre-majors to determine alternative pathways for those programs b) where programs fall on the Piedmont college diagram – identify which ones need support/improvement plans which may lead to c) redesign of under enrolled programs.	With a large number of programs with single section courses, we will always be faced with a lower enrollment ratio, particularly when enrollment drops. This initiative looks at the enrollment trends by programs to identify which programs need help with enrollment to fill classes, or which programs need strategic action plans to increase viability.	a) addressing the concern of numerous single section courses filled below the desired enrollment ratio. Although it does not resolve the issue right away, it identifies areas in which we can focus efforts to improve this item in the future.		December – having info by then will help us to target enrollment activities in Spring and also begin to look at areas that can be combined together to minimize on unnecessary duplication.
3. Over enrolled courses – look at each section to determine that the class capacity matches the physical room capacity. Consider adding seats over sections to minimize having to add sections that will only half fill.	Although we believe we are doing this, a good reminder to double check courses and caps and be mindful about adding additional sections.	This was a recommendation made by Ad Astra in their review.		By Nov. 4 – before Spring registration begins.
4. Survey of Students	To get an updated idea of when and how students want to take classes. This will help to confirm our prime time schedule or make adjustments	a) confirm our prime time schedule and on-grid scheduling times b) determine options for		By December – need to have info before planning meeting January so schedule can be

	as suggested.	modes of delivery and interest level in non-prime time offerings.		adjusted based on survey results.
5. On boarding communication needs to be enhanced	In keeping competitive with other colleges, our communication plan with students after they've indicating interest in attending or even after applying is not very appealing. A collaborative review of our on-boarding protocol could result in a more dynamic offering that the college can feel good about.	Although not directly related to the Ad Astra findings, on-boarding is a key element in attracting students to Hawaii CC. The more students we're able to recruit successfully, the greater our enrollment and fill numbers.		ASAP – acceptance letters currently going out for Spring…possibly by January so protocol can be updated for Fall admissions.
6. Coordinated recruitment activities to high schools and other organizations (like Workforce Development) that include opportunities for faculty to promote their programs.	Program faculty were once very active in going out on high school visits and engaging in opportunities to talk to prospective students. These coordinated activities have not been offered in recent years. To bring this back can help to aid in outreach/recruitment of students, particularly in low enrolled programs.	Improving fill rates of courses, particularly in low enrolled programs.		December/January – for recruitment for Fall 2017 in the Spring semester.
7. Look for classes that can be added that may be needed for transfer to other institutions.	With the idea of Pathways, we'll be able to better identify courses our students need that are only offered at the 4 year institutions. There may be an opportunity to offer these courses to improve on students' transfer and completion rates.	Opposite of looking at just deletion candidates, this idea reminds us that we must always be looking for the opportunities that will benefit our students that could provide very lucrative.		Spring 2017

Other mentionables:

_____ Follow up with Pam and Marilyn to ensure that their courses are scheduled following the on-grid times as best as possible.

_____ Grace will follow up with Patrick to see if we can get access to the spreadsheet of data that he provided on our programs.

_____ DCs want to request to have the previous semesters schedule of classes online going back at least 5 years

_____ Fall 2016 data will be available in December

_____ Request to Rachel to send out information about the Piedmont College plot diagram to DCs and share more insight about it.

_____ We need an online repository of key information for each of the system initiatives that are being pursued (ie meta majors, pathways, starfish, star, etc). Too many to keep track of and not enough easily accessible information to be able to share it with other faculty members.

_____ Address the problem of students with earned degrees getting 1st crack at other programs because they have so much earned credits to register early.

_____ An online retention specialist would be worthwhile to look at to support DE learners.