**Enrollment Management Process Improvement**

**Advising Task Force Subcommittee Minutes**

**January 30, 2024 (2:00 3:00 p.m.)**

**Committee Members Present:**

* Tina Lyles (Chair)
* Natalie James (Co-Chair)
* Laci Spanos
* Jennifer Murray
* Kirk Schlemmer
* Allyson Huntley
* Dee Wright
* Natalie Timmons
* Diane Russo
* Joe Hinojosa
* Shannon Harmsen

**Committee Members Absent:**

* Kari Peden
* Jonathon O’Connor-Olivarez

**Discussion and Recommendations**

* Recap of old business and introduced the purpose of the committee to new members.
* Discussed the success of the purge calling campaign.
	+ Explore the possibility of have the Business Office prepare the Google doc and sending the list out for the departments to start calling.
	+ Explore adding a question to the “Employee Interested in Serving on a Committee Survey” about participating in calling campaigns to students.
	+ Discussed creating a FAQ to assist individuals who are willing to support the purge calling campaign.
	+ Mongoose: What does the message say? Does it need to be revamped?

Advising team identified:

* Restart – when students reapply holds do not show on their account.
	+ Advising will continue to advise the student, let the student know what holds they have and point them in the direction to lift the holds.
		- The process seems to be working well. The students have appreciated the conversations and we have been able to answers some of their questions.

A suggestion was made to have additional signs around campus to help inform students of the registration and payment deadlines.

* Questions: Where would the best place(s) be to put the signs.
* Where are the places that students gather, and are most likely to see the signs?

NSO

* Joe is going to add the payment deadline information into his NSO sessions.

Deadline list:

* Check with Kacey in Records to make sure the payment deadline for 2nd 8-weeks.
	+ The 2nd 8-week payment deadline is February 29th.