# **CONTENTS**

	Prefacei
	The Authorsiii
1	Strategic Enrollment Management at Community Colleges
	by Bob Bontrager and Kevin Pollock
	SEM Defined3
	Establishing Comprehensive Enrollment Goals4
	Promoting Academic Success5
	Promoting Institutional Success5
	Creating A Data-Rich Environment6
	Strengthening Internal and External Communications6
	Increasing Campus Collaboration6
	SEM in Two-Year Institutions7
	Diverse Student Body7
	Specialized Student Challenges8
	Multiple Goals9
2	What is a Successful Community College Student? 11
	by Bruce Clemetsen and Jeff Rhodes
	Defining and Measuring Student Success 18
	Models for Defining Success Metrics18
	Comprehensive Views of Student Success
	Measuring Student Success25
	Advising as the Keystone to Student Success
3	Strategic Enrollment Management and Instructional Division
	by Bruce Clemetsen
	Connecting SEM to the Institutional Core of Teaching and Learning35
	CCSSE and SENSE: Foundations for Engaging Faculty in SEM
	An Academic Orientation to SEM44
	Instructional Involvement in SEM Systems
	Recruitment 46

# Applying SEM at the Community College

	Admission Standards for Limited Enrollment Programs	
	Scholarships	···· 47
	Prerequisites	48
	Early Alert Systems	
	Course Scheduling	
	Co-curricular Programs	49
4	Data and Decision Making	5 1
	by Christine Kerlin and William Serrata	
	The Case for Using Data	53
	Data Collection	54
	Data Accuracy and Relevance	56
	Collecting Data	57
	Environmental Scan	57
	Factbook	58
	Dashboard	58
	Key Performance Indicators	58
	Benchmarking	59
	Special Reports	59
	Data Tools	60
	Data Analysis	61
	Data Dangers	
	The Data Cycle	
	Analysis Paralysis	
	Data Detachment	65
5	Building Effective Community College/University Partnerships	67
	by Bruce Clemetsen	
	The Importance of Partnerships to Community Colleges	70
	Partnerships and SEM	71
	The Community College–University Partnership	···· 73
6	Marketing Community Colleges	81
	by Alicia Moore and Ron Paradis	
	Understanding the Marketing Mix	84
	Product	85
	Price	88
	Place	90
	Promotion	91
	People	93

7	Supporting a SEM Plan: Role of Technology95
	by Wendy Kilgore and Kenneth Sharp
	Technology and a SEM Environment Scan99
	External Scan99
	Internal Scan105
	Technology and SEM Efforts106
	Measuring Technological Competence107
	Recruiting and Admissions Technologies108
	Pre-Enrollment and Enrollment Technologies112
	Retention Technologies114
	Degree Completion Technologies117
	Successful Selection and Implementation of Technology119
	Post-Implementation Considerations120
8	Developing and Implementing a Student Recruitment Plan123
	by Bruce Clemetsen and Dennis Bailey-Fougnier
	Evolution of Community College Recruitment126
	Developing a Recruitment Plan128
	Relating Recruitment to the Strategic Plan and Academic Master Plan 129
	Collecting Critical Data to Shape the Plan129
	Finding Supportive Allies130
	Determining Institutional Strengths131
	Determining Competition for Market Niches and Programs
	Scanning for New Opportunities132
	Setting Targets
	Feedback Loops
	Core Recruitment Practices
	The Enrollment Funnel
	The Communication Plan136
	Recruitment Plan Realities137
9	Strategic Enrollment Management's Financial Dynamics143
	by Kenneth Sharp
	Why Worry about SEM and Community Colleges?145
	Higher Education Finances147
	A SEM Perspective on Budgeting148
	Sources of Revenues149
	Tuition and Fees149
	State Appropriations 151

# Applying SEM at the Community College

Local Taxes	151
Cost Concepts	152
Marginal Costs vs. Average Costs	152
Facilities Costs	153
Demand/Enrollment	153
Identifying SEM Investments and Measurable Outcomes	154
Implementing the SEM Planning Model	155
Phase 1: Developing Comprehensive Enrollment Goals	155
Phase 2: Identifying Strategic Enrollment Investments and Measurable Outcomes	156
Phase 3: Tracking Enrollment, Net Revenue, and Budget Outcomes	157
Phase 4: Creating Reinvestment Strategies	157
SEM Financial Planning in Action	159
Phase 1: Developing Comprehensive Enrollment Goals	159
Phase 2: Identifying Strategic Enrollment Investments and Measurable Outcomes	160
Phase 3: Tracking Enrollment, Net Revenue and Budget Outcomes	163
Phase 4: Creating Reinvestment Strategies	163
10 Strategic Enrollment Management and Campus Leadership	167
by Christine Kerlin and William Serrata	
The Case for Leadership	169
Leadership Ingredients	172
Building a Leadership Approach	174
Leading SEM	176
Development	
Implementation	
Assessment and Revitalization	178
11 Implementing SEM at the Community College	181
by Bob Bontrager and Alicia Moore	
Clear Mission and Goals	184
Data Collection and Analysis	185
Enrollment Infrastructure	186
Implementing SEM: A Case Study	189
Setting the Stage	190
Establishing a SEM Team	192
Clear Mission and Goals	193
Data Review and Goal Development	194
Enrollment Infrastructure	196
References199	

**PREFACE** 

Are we entering a "golden age" for community colleges?

As this volume goes to press, we are witness to an unprecedented confluence of events. With a renewed focus on the role of community colleges in education and workforce development, the promise of significant funding through the Obama administration's American Graduation Initiative, and Dr. Jill Biden's compelling support—at home and abroad—for the community college mission, a golden age seems quite possible. This uniquely American education system, founded on open access and innovative in its reach, has helped thousands of students find their way toward the American dream.

President Obama's pledge to reform and strengthen our community colleges so that five million more students in the next decade can have access to the education they need will revitalize how we think about the community college movement and its traditional mission of open access. If our schools can find no way to accommodate the sheer numbers of students eager to walk through their doors and help them define and achieve their education and job-related goals, the potential of this transformative moment will be lost.

That is why I am so pleased that AACRAO asked SunGard Higher Education to sponsor *Applying Strategic Enrollment Management at the Community College*, a collection of essays that could not be timelier. It is our view that SEM, insofar as it embodies a philosophy of constituent engagement closely aligned with an institution's overarching mission, is, in many ways, already coded into the community college DNA. When done right, SEM can help an institution act more deliberately to target, engage, and support the students it serves—and seeks to serve. That twinning of access—reaching out effectively to the many diverse student cohorts your institution serves—and success—supporting them with the services they need to achieve their goals—has always been at the heart of the community college mission.

Preface i

The principles of SEM, as this volume makes clear, will help community colleges pursue this dual mission in a more focused and systematic way. In independent research conducted by SunGard Higher Education over the course of 2009, community college students identified balancing school with the demands of work, home, and finances as a significant hardship. Close on the heels of this fundamental challenge were concerns of a different order: concerns about course scheduling, remediation, academic planning and tracking, and transferring credits between colleges. With a strategic approach to the *full* student experience, institutions can identify and address all of these obstacles early and effectively, building a lifelong commitment to your institution and to the principles of the community college mission.

By 2020, your institution will experience more diversity in its student body than ever before. The business models of your corporate partners will be more dynamic. How we define and measure outcomes will be more transparent. And new technologies will continue to contribute to a more mobile teaching and learning infrastructure. Going forward, your challenge will be to manage that diversity and shape those myriad stakeholder needs into an engaged and participatory community.

That, I think, is the brilliance of this volume, which, to my mind, begins to redefine SEM in the context of a broader vision of outreach and engagement. By understanding SEM as a way to manage relationships among the many constituents with a stake in the community college enterprise, this volume points the way to true "constituent engagement management:" a more open and authentic engagement model, grounded in the student experience, that asks the fundamental question: how can we help you succeed?

How our community colleges answer that question over the next ten years will comprise a tapestry of ideas and initiatives. The promise of SEM, and the engagement models that evolve from it, is the promise of expectations fulfilled. With an enthusiastic community of support, our students will realize the kinds of successes that drive personal achievement and economic development. All of us here at Sun-Gard Higher Education are proud to support that mission and wish you well on this amazing journey.

Fred B. Weiss Senior Vice President, SunGard Higher Education

ii Preface

#### THE AUTHORS

### Dennis Bailey-Fougnier

Dennis Bailey-Fougnier is the Vice President of Student Service at Cabrillo College in Aptos, California. Dennis has performed a variety of student services roles at both community colleges and universities. He currently is completing his dissertation on the effectiveness of degree partnership programs to increase bachelor's degree attainment for community college students.

### Bob Bontrager

Bob Bontrager has 25 years of experience in enrollment management at many different types of colleges and universities, with expertise in strategic planning, recruitment, retention, financial aid, marketing, net revenue strategies, and educational partnerships. As Assistant Provost for Enrollment Management at Oregon State University, his efforts led to a 40 percent increase in enrollment. Dr. Bontrager is currently the Director of the AACRAO Strategic Enrollment Management Conference, and Director of AACRAO Consulting.

#### Bruce Clemetsen

Bruce Clemetsen serves as Dean of Student Services at Linn-Benton Community College in Albany, Oregon. Bruce has performed a variety of student services roles at multiple types of institutions. He also currently serves as a student services representative on the Oregon Student Success Indicator Oversight committee.

#### Christine Kerlin

Christine Kerlin is the Vice President for Enrollment Management and Executive Director of the University Center of North Puget Sound at Everett Community

The Authors iii

College, Washington, and an AACRAO Consulting Senior Consultant. Dr. Kerlin is a nationally-known expert on enrollment management in community colleges with previous experience as Director of Admissions and Records at Central Oregon Community College and as Director of Admissions at The Evergreen State College, Washington. Her areas of experience include admissions, registration, records, international programs, credential evaluation, high school dual enrollment, placement testing, articulation, and strategic planning.

### Wendy Kilgore

Wendy Kilgore is Dean of Enrollment Services for the Colorado Community College System. She served previously as Director of Admissions and Registrar for the Pima County Community College District in Tucson, Arizona, and a campus Director of Enrollment Services at Pima. She has also served as a Regional Coordinator for Undergraduate Admissions and as an Academic Advisor for Arizona State University. Her wide-ranging experience includes recruitment, admissions, financial aid, academic advising, records, curriculum support, veterans' education services, systems implementation, business practice improvements and reengineering, policy review and development, and building system-wide collaboration to support enrollment efforts.

#### Alicia Moore

Alicia Moore is the Dean of Student and Enrollment Services for Central Oregon Community College (COCC). She has over 14 years of experience in student services, and most recently, she served as the Director of Admissions/Registrar for COCC, where through her collaborative efforts the campus achieved a record 12 percent enrollment growth in just two years. During her tenure at COCC, Alicia's accomplishments include development of a comprehensive one-stop service center, including admissions, registration, student account/bursar and financial aid, placement testing, and academic advising.

#### Ron Paradis

Ron Paradis has been the Director of College Relations at Central Oregon Community College for 18 years. In this role, he oversees strategic communications,

iv The Authors

publications, media relations, internal communications, crisis communications and general community relations. He is actively involved in professional and community organizations.

#### Kevin Pollock

Dr. Kevin Pollock is the president at St. Clair County Community College in Port Huron, Michigan. Prior to this position he served in multiple student services roles at Kettering University, Lawrence Technological University, Lake Superior State University, and West Shore Community College. He is the author of over a dozen book chapters and articles and has spoken nationally at over sixty conferences and colleges on numerous enrollment management, student services, and student success topics.

### Jeff Rhodes

Jeff Rhodes is the Dean of Enrollment Management at Southeastern Louisiana University in Hammond, Louisiana. Jeff served a number of years in community colleges and universities before taking on his current role. His research addresses issues of community college student transfer and factors influencing students' educational decisions and pathways to success.

#### William Serrata

William Serrata is the Vice-President for Student Affairs and Enrollment Management for South Texas College. His expertise includes strategic enrollment management, Hispanic student access and success within higher education, and student services' role in facilitating student success. The Commissioner of Texas Higher Education has appointed Mr. Serrata to serve on the Strategic Enrollment Management Committee. William serves on the Workforce Education Leadership Committee and has served on the Executive Committee for the Texas Association of Collegiate Registrars and Admissions Officers.

# Kenneth Sharp

Ken Sharp serves as Assistant Director of Finance and Administration for Facilities at the University of Colorado, Denver. Prior to joining the University, he spent 16

The Authors

years working in a variety of finance and administrative roles for community colleges at both the college and state level. Dr. Sharp's research has focused on cost structures among community colleges and the relationships between enrollments and college costs.

**vi** The Authors