MINUTES
ENROLLMENT MANAGEMENT ADVISORY COMMITTEE MEETING
December 17, 2013

In attendance:

<table>
<thead>
<tr>
<th>X</th>
<th>Bill Allen</th>
<th>X</th>
<th>Kathleen Kaiser</th>
<th>Allen Renville (Butte College)*</th>
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<tbody>
<tr>
<td>X</td>
<td>Allan Bee</td>
<td>X</td>
<td>Kevin Klipfel</td>
<td>John Schwartz</td>
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<td>X</td>
<td>Diana Dwyre</td>
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<td>Amy Lance</td>
<td>Paula Selvester (Senate Chair)</td>
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<td>X</td>
<td>Rick Ford</td>
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<td>Skip Lees</td>
<td>Baohui Song</td>
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<td>X</td>
<td>Barbara Fortin</td>
<td>X</td>
<td>Jeff Livingston</td>
<td>Jessica Verardi</td>
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<td>Jennifer Ryder Fox</td>
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<td>Jennifer Meadows (Chair)</td>
<td>Nicole McAllister* (AS Dir Univ Aff)</td>
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<td>X</td>
<td>Lori Fuentes</td>
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<td>Angelina Pereda (AS Legis Aff)</td>
<td>Jaycob Arbogast (AS VPB&amp;F)</td>
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<td>X</td>
<td>Taylor Herren (AS President)</td>
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<td>Dan Reed</td>
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* = Augmented Members  X = In attendance

Meeting convened at 3:19 p.m.

Approval of Agenda (Jennifer Meadows)

- Approved

Introductions and Announcements (Jennifer Meadows)

- Kaiser announced recent regulation changes prevent students who do not have a high school diploma from being admitted to college. She would like to know what Butte College is doing about GEDs vs. high school diplomas.
- Kaiser would like to review a current Transfer Model Curriculum (TMC) list from Butte College for their Associates in Arts and Associate in Science degrees
- Grades should be in before the January 13 prerequisite enrollment checking is processed.

Minutes from 11-19-13 Meeting (Jennifer Meadows)

- Approved

Enrollment Updates (Barbara Fortin)

1. Butte College – Allen Renville (not present)
2. Spring 2014 Enrollment Update – Barbara Fortin

- Admitted new students for spring have been registering. Registration is closed; add/drop opens Dec. 30.
- Enrollment figures are solid. Expecting figures to improve as students add more classes to their schedules
- Bill Allen has been forecasting our census/anticipated goal should be slightly above our annualized FTES goal of 14,363.
- The Sociology department was told by Continuing Education (confirmed by Dean Vela) that they are not to prevent undergraduate students from enrolling in the online program because they need to increase spring enrollments. Kaiser indicated this is a huge concern for the faculty in the program because there are not enough faculty to teach the upper division courses. Programs must declare impaction to limit student enrollment in a specific program.
- Any program that needs to declare impaction for 2015-16 must notify the Chancellor’s Office now and provide numbers and justification by March.
- Have departments been informed about the process and deadline for impaction?
- Provost is reviewing suspended programs to see if any should be reinstated or changed to “impacted.”
- Utilize other methods (GPA, prerequisites, etc.) to limit who can enroll.
- Impaction process takes about a year. Committee should review impaction process in January.
• On Dec. 30 CourseMatch opens to off-campus students.
• Students can submit verification from community college instructors regarding passing courses/prerequisites so they can register.
• Student Financial Services, in consultation with Enrollment Management Services, has been deliberate about excluding some new students from the drop for non-payment process.

3. Fall 2014 Application Processing Update – Allan Bee 12/17/13 Enrollment update handout
• Chico State closed to freshmen applications on Nov. 30 and to transfer students on Dec. 13.
• Freshmen application increase is the highest in CSU system (8.8%), which is also a record number of applications for Chico State.
• Northern California campuses are down in transfer applications, except for Humboldt and East Bay.
• International applications accepted through May 1.
• Evaluators are finishing processing spring 2014 transfer applications.
• Admission staff have processed 39% of the first-time-freshmen applicant pool.
• Started at the top of the index (3900) and admitted local service area, special populations, and partnership school applicants. VP Calandrella asked that the index be dropped to 3300 for students outside the service area.
• Need a full analysis, including test scores, to finalize the review of the applicant pool.
• Since we have cannibalized transfers the last two semesters, and graduate application numbers are down, we currently estimate over 2700 new first time freshmen will be needed.
• We are committed to accepting all eligible applicants down to the 3300 index.
• Positive feedback from other campuses and the community that we have already accepted over 6000 first-time-freshmen.
• Question remains: are we ready to serve this higher number of students?
• Intent to enrolls are due May 1.
• Admissions addresses diversity by admitting certain populations at a lower index, EOP, CSSC, partnership schools, Office of Veterans’ Affairs, Foster Youth, and focusing recruiting efforts.
• Kaiser read an article stating the military is planning to reduce the number of deployed military people which will increase the number of veterans applying.
• The Foster Youth committee, in conjunction with Admissions, has developed a form allowing students to self-identify to verify their status.

4. 2014-15 Enrollment Planning – Barbara Fortin
• Our 2014-15 annualized resident FTES target is an increase of 1.39% or an additional 200 resident FTES, for a FTES target of 14,563.
• We generally plan to be slightly over target in the fall semester to provide a small cushion for spring.
• Need to discuss the enrollment mix (including graduate and international enrollment) with VP Calandrella and Provost Wei.
• Include discussion in January EMAC meeting.
• Ford asked what would be the reason to change what we have been doing if it is working.
• Graduate enrollment short this fall; had to increase undergraduate enrollment to compensate.
• Must be systematic growth consideration.
• Kaiser emailed the committee articles discussing how both college-age student numbers and financial aid are both dropping. Stressed impact of lack of graduate financial assistance. Statewide senate discussed not putting the burden on undergraduates, but graduate students cannot afford the full cost. Hotly contested issue.

Fall 2014 Unit Cap Consideration (Jean Irving) Handout
• Fall 2012 enrollment caps were implemented per CSU systemwide mandate.
• Resulted in a minimal change to student enrollments.
• Confirmed at a recent CSU system meeting that we do not have to maintain unit caps.
For spring 2014, with the start of add/drop, we are raising unit caps from 18 to 21 for all students to support meeting the 2013-14 resident FTES target.

Will consult with department chairs in January to consider need and unit cap ranges.

More students are trying to accrue units possibly because of the cost.

Kaiser does not believe the unit caps benefit our continuing students.

Does it cause students to horde classes?

16 unit caps are a problem for students trying to take internships, language classes, etc.

McAllister recommends we avoid changing unit caps too often to avoid confusing students.

Unit caps have been 16/18 for freshmen, sophomores, and juniors and 17/21 for seniors.

When registration opens on Dec. 30, some students on wait lists may go up to 21 units.

Allen did an analysis of students who wanted more units. The number was minimal and those who took higher units did not perform as well.

Irving confirmed that we do not have data that show students have not been getting full course loads with the current unit cap.

There is a conflict between the Aim for 4 initiative requiring students to take 15 units a semester and keeping student workload down.

Can we get data that verify students are not getting the classes they need? Are we doing exit interviews? Can we follow a cohort?

What about tracking the “not used” courses on a student’s DPR?

What are we doing to not be the community college of excess units?

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What are we doing to not be the community college of excess units?

DPR is not 100% inclusive—need to check with departments.

What % of students have 90 units and above?

CSU Online Concurrent Enrollment: **CourseMatch** (Jean Irving)

- Data on website is not complete – Irving has contacted the Chancellor’s Office several times.
- Irving does not want to advertise the online courses until the data is more accurate and complete.
- There are 15 seats held in class sections for CourseMatch students.
- RCE provided a list of online degree students interested in taking these classes.
- Will likely open up to our students on January 17.
- Courses are not currently listed on the schedule. Should be included by the 30th.
- AB386 indicates any course taught fully online will be published vs. CourseMatch which is “successful” online courses.
- Students expressed concerns with ICE/OCE/CourseMatch to the Chancellor’s Office. They are concerned about expanding something that is not working.
- Students must be full-time. There are no restrictions on location.
- How are students guaranteed to get upper division GE status for courses they take?
- Working on developing baseline “quality” language.
- Office of Admissions and Office of the Registrar are working closely to enroll students in the “reserved” seats.

CSBA Fiscal Update (Kathy Kaiser)

- California School Boards Association Council of School Attorneys Annual Meeting was held in San Diego in early December. Discussed how gamers analyze better than scientists. Also a session on how standardized testing only works for standardized products.
- College Board is changing all their tests to be more like the IB model. It’s a building model and students can get a year’s worth of college done if they do the entire thing.
- UC’s Board of Admissions and Relations with Schools (BOARS) statement on basic math (Bee emailed document 12/16/13). Everything from high school goes through the UC. The national experiment over the last 3 years has been extended. Likely agree with the BOARS statement.
- Every school in California received funds that can be used for staff development, technology, and instructional materials connected to the Common Core.
- Interactive system leads the student to math they can do.
• Need to show making positive difference with diverse student population; testing is not available.
• Not to be used to give iPads to every student (what LA is doing).

Meeting adjourned 5:04 p.m.
Respectfully submitted, Lori Fuentes, EMS AA/S

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**Action Items:**

1. Committee should review the impaction process in January.
2. What is Butte College doing about GEDs vs. high school diplomas?
3. Any program that needs to declare impaction for 2015-16 must notify the Chancellor’s Office now and provide numbers and justification by March.
4. Have departments been informed about the process and deadline for impaction?
5. Need to discuss enrollment mix, including graduate and international with VP Calandrella and Provost Wei, and discuss again at the January EMAC meeting.
6. Meadows asked for data on whether changing the unit cap really benefits students.
7. Can we get data that verify students are not getting the classes they need? Are we doing exit interviews?
8. What about tracking the “not used” courses on a student’s DPR?
9. What are we doing to not be the community college of excess units?
10. DPR is not 100% inclusive—need to check with departments.
11. What % of students have 90 units and above?
12. CourseMatch- How are students guaranteed to get upper division GE status for courses they take?