IN ATTENDANCE:

<table>
<thead>
<tr>
<th>Bill Allen</th>
<th>Kathleen Kaiser</th>
<th>Allen Renville (Butte College)*</th>
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<tbody>
<tr>
<td>Allan Bee</td>
<td>Kevin Klipfel</td>
<td>John Schwartz</td>
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<tr>
<td>Diana Dwyre</td>
<td>Amy Lance*</td>
<td>Paula Selvester (Senate Chair)</td>
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<tr>
<td>Rick Ford</td>
<td>Skip Lees</td>
<td>Baohui Song</td>
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<tr>
<td>Barbara Fortin</td>
<td>Jeff Livingston</td>
<td>Jessica Verardi</td>
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<td>Jennifer Ryder Fox</td>
<td>Jennifer Meadows (Chair)</td>
<td>Nicole McAllister* (AS Dir Univ Aff)</td>
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<td>Lori Fuentes</td>
<td>Angelina Pereda (AS Legis Aff)</td>
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<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 that the Admissions Advisory Council (AAC) chair, Steven Stepanek was appointed as a CSU Board of Trustee in October. The new chair is Barry Pasterneck from CSU, Fullerton. The next AAC meeting is February 6, 2014.
- The CSU appointed Kaiser to the Extended University Commission which is dealing with the issue of supplanting of state-supported courses and programs. Contact Kaiser if you are aware of any specific incidences.

Minutes from 12-17-13 Meeting (Jennifer Meadows)

- Approved

Enrollment Updates (Barbara Fortin)

1. Butte College Enrollment Update – Allen Renville  Butte College Enrollment History handout
   - Butte College had been over target in previous years, thus some enrollment has not been funded by the state. The Board supported the enrollment growth, considering it a community service.
   - With the drop in enrollment, they have been reviewing strategies for increasing spring 2014 enrollment.
   - Governor proposed community colleges increase enrollment by 3% — which is a daunting target.
   - Butte needs to find new markets and is interested in students who do not make it into Chico State.
   - The “Current Enrollment Status” figures listed on the handout are actually negative figures. Generally, rural campuses are experiencing enrollment down-turns, and urban campuses are not able to meet demand.
   - Butte surveys (see list on handout) provided the most common reasons for the downturn in enrollment.
   - Arizona, Oregon, and Washington institutions are providing incentives, promoting access, and guaranteeing a 4-year completion. They are also very interested in international students.
   - 288 students were not qualified for financial aid and over 1200 were contacted regarding disqualification. After the first disqualification, students are out for one semester. After a second disqualification, they are out for an entire year.
   - Butte needs 700 more students in 2014-2015.
   - Repeating courses is now set at a maximum of three times.
   - Butte called students who registered last semester but didn’t return, students who were out for more than one semester, etc. The call program reached 35% of those called.
• Providing a drop-in Student Assistance Center to help students with their schedules.
• Expanding the number of courses did not result in increased enrollment as desired.
• Kaiser voiced concern regarding accountability measures required to show student progress. Every K-12 school must have a plan in place on how to address ESL, Foster Youth, and Low-Income learners. 80% of the school districts have requested the tests, but early assessment is voluntary. Students may elect to not take the exam and teachers may not want to offer it. Kaiser hopes community colleges and CSUs will consider implementing reach-out programs. Every county Board of Education is supposed to let campuses know who the students are – especially important if we go through a year of no testing. How can we prove it makes a difference and who will make the pitch? If we have no proof of college readiness, we will likely have a bigger remediation rate than we have now. The LAO is already asking why we have so much remediation and this will definitely not help us look better.
• Early assessment diagnosis of students occurs prior to students graduating from high school and is free.
• Butte is putting more money into Foster Youth and ESL and received a grant for ESL development.
• Historically Chico State has backed away from using SAT and ACT scores for placement. We may need to reassess our stance.
• Nationally, most students take the SAT during their junior year in high school.
• Butte is looking for new markets for students—those leaving the CSUs, December high school graduates, students trying to qualify for nursing or other programs, GED completers, etc.
• How many Butte students are planning on transferring to a CSU or UC? Chico State needs to know if we have over-tapped transfer students.
• Butte had been dissuading students from attending Butte College in 2009-2012, and some students are still under the impression Butte is full and this is hurting enrollment.
• Southern and northern California campuses are not seeing the same application flow.
• Butte is spending a lot of money on additional counseling, tutoring, and remedial instructors in an attempt to improve retention by recognizing students who are in trouble earlier in order to reduce the large number of disqualifications.

2. **Spring 2014 Enrollment Update – Barbara Fortin** 01/28/14 Enrollment Update Handout

- A minimum of 14,000 resident FTES is needed to meet our 2013-2014 annualized resident FTES target.
- Kaiser noted that some students were confused about the first week of classes not having a Monday session due to the holiday. Some had printed out the first week schedule from the Portal which only listed classes on Tuesday through Friday. A third of Kaiser’s class did not show up this past Monday. Office of the Registrar will send out a mass notice advising students to double-check their schedules.
- Estimating campus should hit the annualized resident FTES target due to efforts by Office of Admissions staff, reserving seats for new transfer students, accepting applicants later than usual, etc.
- Political Science “bottleneck courses” didn’t fill for a second semester in a row.
- Having advisors available on Dec. 30th and 31st was appreciated and valuable to students.
- Ford indicated that slow and steady is important. Even though we are busting at the seams in a number of classes.
- Students are choosing STEM classes (enrollment is up in science, engineering, etc.)
- Confusing request from scheduling: faculty were instructed not to include a finals date on their syllabus. Evidently there are issues finding rooms large enough for all of the higher enrolled courses. Hybrid courses, along with large classes, are competing for the few large rooms since finals must be at least two hours. Need additional information about how we are dealing with this capacity problem. Possible topic for a Department Chairs meeting.

3. **Fall 2014 Application Processing and Recruitment Update – Allan Bee**

- Have admitted students down to a 3300 index and admitted all eligible service area, veterans, foster youth, etc. at a 2900 index.
- Waiting for EOP to provide their applicants.
- Freshmen Admissions Coordinators are working back up from 3300 index.
• Have processed 11,033 freshmen admits for fall 2014. Still in early stages of admitting transfer students (was admitting spring 2014 until last Friday).
• Short timeline to complete cleanup for 2/14 spring census.
• Office of Admissions is still down two staff positions.

4. 2014-15 Enrollment Planning – Bill Allen

   Handout – AY 14-15 Enrollment and FTES Estimates

   • 2014-2015 resident FTES target is 14,563. Ephraim Smith from the CSU sent our campus a memo indicating the FTES increase of 200. What is unclear is whether there is a penalty for being over or under our new target.
   • CSU is receiving additional funding so tuition will not be increased.
   • Chancellor White indicated at a recent meeting that some of the additional state funding is likely to be used for additional counselors, tutors, etc. (support services) rather than new students.
   • We are estimating a 76% continuation rate from fall 2014 to spring 2015.
   • Ford asked if we can run a DPR review to confirm how many students are on track to graduate to provide a better estimate.
   • Reduced the graduate and credential projections to 10% since they did not reach the 11% goal set this year.
   • The EOP Summer Program, the REACH program, English, etc. are focusing on making sure Early Start is not a barrier that keeps students out.
   • If we exceed our target, there is an impact to departments. We need to plan carefully to avoid over enrolling.
   • Are we using the exemption process to our advantage? (CLEP testing) Do we want to test people out when we need the FTES?
   • Cabinet is leaning toward more enrollment growth. Therefore, serious discussion needs to occur regarding an increase in tenured and tenure-track faculty in order to be in line with enrollment growth.
   • EMAC passed a motion (passed unanimously) to write up an official statement and Meadows will gather data from Wenshu Lee on history of tenure-track hires to present to the President.
   • We not only need more faculty, but we need faculty who are able to teach online courses. Kaiser’s program is problematic because classes are only offered every other year, which slows progress to completion if you cap courses.

Impaction Overview (Allen Bee)

Impaction Handout

• The new or adjusted impaction process takes 18 months. There are some departments that may need to declare impaction.
• We serve local students first because we apply a lower index to our service area.
• Any indication that we are inaccessible could send out a message that would dry up our pipeline. Similar to Butte College’s current problem with the continuing perception that they are full.
• Continue impaction discuss at next EMAC meeting.

Meeting adjourned 4:58 p.m.
Respectfully submitted, Lori Fuentes, EMS AA/S
Action Items:

1. How many Butte students are planning on transferring to a CSU or UC? Chico State needs to know if we have over-tapped transfer students.

2. Ford asked if we can run a DPR review to confirm how many students are on track to graduate to provide a better estimate.

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6. The Office of the Registrar will send out a mass notice asking students to double-check their spring schedules.

7. Faculty were instructed not to include a finals date on their syllabus. Evidently there are issues finding rooms large enough for all of the higher enrolled courses. Hybrid courses, along with large classes, are competing for the few large rooms since finals must be at least two hours. Need additional information about how we are dealing with this capacity problem. Barbara and/or Jennifer will check with Kathy Favor and report back to EMAC. Possible topic for Department Chairs meeting.

8. Ephraim Smith sent our campus a memo indicating a resident FTES increase of 200 for 2014-15. What is unclear is whether there is a penalty for being over or under our new target.

9. If we exceed our target, there is an impact to departments. We need to plan carefully to avoid over enrolling.