

MINUTES

ENROLLMENT MANAGEMENT ADVISORY COMMITTEE MEETING

May 5, 2015

In attendance:

X	Bill Allen		Taylor Herren (AS President)		Allen Renville (Butte College)
	Kim DuFour*	X	Jean Irving*		Paula Selvester (Senate Chair)
X	Diana Dwyre (<i>vice chair</i>)	X	Kathleen Kaiser	X	Baohui Song
X	Rick Ford (<i>chair</i>)	X	Jeff Livingston	X	Chris Souder
X	Barbara Fortin	X	Jennifer Meadows	X	James Tyler
X	Lori Fuentes*	X	Dan Reed	X	Jessica Verardi
X	Judith Hennessey	X	Michael Rehg		Michael Pratt (AS)

* = Augmented Members

X = In attendance

Meeting convened at 3:15 p.m.

Approval of Agenda (Ford)

- Approved

Introductions and Announcements (Ford)

- Kaiser announced the CSU Admission Advisory Council (AAC) had been on hold due to vacant administrator positions. The spring 2015 AAC meeting will be on June 5 at the CSU East Bay Oakland Downtown Center. It will include a 2-hour joint meeting with the University of California's Board of Admissions and Relations with Schools (BOARS). BOARS oversee high school A-G course approval and AAC qualifies all transfers. An important item is connected to campuses only being able to take a third of eligible students. Kaiser will not be able to attend; therefore Chico is likely to lose representation on this committee unless we can find someone to attend.
- Dr. Jake Brimlow in Agriculture will attend EMAC for Song (on sabbatical) next semester.
- The CSU announced the overall system enrollment is at an all-time high of 460,000 (Irving).
- Dwyre and committee members thanked Ford for his service as EMAC chair during 2014-15.

Approval of Minutes from 4/21/2015 Meeting (Ford)

- Minutes approved.

Election of EMAC Chair for 2015-2016 and Review of Member List/Terms (Ford)

- Several members' terms expired this year. Committee briefly reviewed procedures for selection process for new members.
- Kaiser nominated Dwyre for incoming EMAC chair, Jeff Livingston seconded, unanimous vote for Dwyre's nomination for 2015-16 (Dwyre abstained but accepted nomination). No other nominations were offered for chair.
- Dwyre nominated Jeff Livingston for vice chair/chair-elect for 2015-16, Meadows seconded, unanimous vote for Livingston's nomination for 2015-16. Livingston accepted nomination.
- Ford thanked all the EMAC members for their service.

Action Items from 3/24/15 EMAC Meeting

Is there is anything that would make the AB 386 CSU Online Concurrent Enrollment easier for REGS and AAP?

- Irving reported that the Office of the Registrar confirmed there are 170 Chico State AB 386 classes scheduled for fall 2015.
- Some courses have prerequisites and departments will be reminded to add prerequisites to help control enrollment.

- Enrollment for AB 386 classes will be open for registration the two weeks before the fall semester begins.
- There is no enrollment target for AB 386 and we are uncertain what the true impact will be on enrollment.
- Reminder that AB 386 enrollment goes toward our resident FTES target.
- Ford verified that students can add to a waitlist if they want to change to a different section (to get a “preferred” time or instructor). Students would have to drop the class they are enrolled in before they would get added to the section of choice.

Does EMAC need to consider a resolution regarding how we support international students with the anticipated growth? The IEAC plan should deal with that. We will review after getting an update from the interim provost.

- Ford has contacted the provost several times and been unable to get an update.
- Meadows reported the task force did not meet this semester.
- Hennessey reported that Frank Li presented an updated version of the IEAC plan at CAD this morning. There were some changes to the distribution of funds. Originally the costs were only applied to Academic Affairs, which did not seem fair when the other divisions received part of the funds. Now it all goes into a pot that is split between Academic Affairs and Student Affairs. The growth plan has been scaled back to about 50 new students per year.
- It appears the plan may be seeing some activity again.
- Recruitment is now scheduled to begin for 2016-17.
- Work is still being done on the funding model in the IEAC plan.
- Fortin confirmed the interim provost had asked her if the 50 new students per year was based on headcount or FTES. She is working with Allen to provide enrollment projections, based on headcount, through 2020. It was an opportunity for Fortin to talk with the interim provost about how Chico State focuses on year-to-year enrollment.
- Discuss the IEAC plan further at the September EMAC meeting and the implementation status.

Talk with Renville about syncing Butte College and Chico State academic calendars for 2015-16.

- Kaiser pointed out that Chico Unified School District has deliberately tied their academic calendar to Chico State’s calendar for several years. If our calendar continues to reflect the same schedule for spring break, it should be fine.
- Renville had previously indicated Butte was trying to stay in sync with Chico State. Concern was mainly with the winter session schedule.
- Fortin will check Butte’s 2015-16 calendar to confirm in sync, and consult with Renville if needed.

Action Items from 4/21/15 EMAC Meeting

Update on resolution (Ford)

[Handouts](#)

- Committee reviewed drafts of the resolution following the discussion with EPPC. The resolution was introduced a couple weeks ago by Kaiser and Dwyre. EPPC was open to the resolution. There was a request to modify the resolution to demonstrate we are “enthusiastic” about under-represented and first-generation students as well as language referencing faculty and staff who represent minority students.
- Kaiser reminded the committee that the California Supreme Court has already stated it is illegal to recruit specifically for minorities--students, faculty, or staff. There is a great deal of support and interest from the statewide senate in tenure track density since all CSU campuses have seen a drop.
- EPPC recommended some minor modifications to the resolution. It is now up for an action item this Thursday. The italicized areas on the draft are the proposed changes. Discussion focused on those changes.
- Dwyre indicated it is important to focus on one issue-which should be workload.
- Meadows reminded the committee that there is data on tenure track and staff, but no data to support declines in minority faculty and staff.
- Avoid including a provision about diversity since it detracts from the message the resolution originally intended to relay.
- Keep the focus on the issues for which we have data.
- Ford will share an updated version based on the open discussion before presenting to senate on Thursday.

EMAC should identify which students the campus is not serving, and reinforce the need for additional faculty and staff.

- Aurora Soto in Academic Advising Programs presented a Student Learning Fee Proposal to CFAC last year and again this year. The first year was to study the need for low-income, first-generation students that get no support from any campus programs. There are about 1,200 students that are not EOP, ETS, CSSC, etc. Soto's research specifically looked at under-represented minorities (URMs) that were not part of the above programs. Presumption is that all of them need additional services, when in fact, all of them do not.
- Bill Allen could provide information on how the unsupported URM students were identified. Add to fall meeting agenda.
- How do we determine additional student needs for the general population? Academic performance? ADTs? Early Start?
- Graduation Initiative data is something we should look at again.

Enrollment Updates

Fall 2015 (Fortin)

[Handout](#)

- Headcount is running 2.3% over fall 2014 at this time and average workload is up slightly.
- Continuing student priority registration is open through Friday, May 15.
- New student orientation begins on June 9.
- Only domestic undergraduates are required to submit an Intent to Enroll.
- Intent to Enroll deadline was May 1. Not all CSU campuses have an Intent to Enroll requirement, but May 1 is a national deadline for institutions that do monitor enrollment intents.
- Finished admitting transfers today (5/5/15). They have two weeks to declare their intent to enroll.
- Special populations have as much time as they need (foster youth, veterans, etc.)
- Our diversity figures are growing and will continue to do so.
- For the next four months, we are focusing on enrollment rates that are based on 3-year data.
- We are bringing in fewer overall new students.
- Cabinet approved the 1.5% growth above the resident FTES target to provide a buffer.
- Diversity Intent to Enrolls generally yield a lower rate.
- There is a long way to go before we know final fall enrollment.
- Fortin will include Dwyre, Ford, and Livingston in weekly enrollment updates.
- International numbers should decline per Frank Li.
- Diversity figures would be helpful at the Academic Senate meeting on Thursday.
- Increase in housing applications could simply be that more students are electing to live on campus since we expect fewer first-time freshmen this year.

Key Performance Indicators for the Enrollment Strategic Management Plan

- Data will be posted on the EMAC web site soon.

Meeting adjourned 4:46 p.m.

Respectfully submitted, Lori Fuentes, EMS AA/S

Action Items:

1. Discuss the IEAC plan further at the September EMAC meeting and determine the implementation status.
2. Fortin will check Butte's 2015-16 calendar to confirm in sync, and consult with Renville if needed.
3. Need a sub to attend the BOARS/AAC joint meeting on June 5 since Kaiser will not be able to attend.
4. Bill Allen could provide information on how the unsupported URM students were identified. Add to fall meeting agenda.
5. How do we determine additional student needs for the general population? Academic performance? ADTs? Early Start?
6. Graduation Initiative data is something EMAC should review.
7. Fortin will include Dwyre, Ford, and Livingston in weekly enrollment updates.