

MINUTES

ENROLLMENT MANAGEMENT ADVISORY COMMITTEE MEETING

December 15, 2015

In attendance:

	Betsy Boyd (Senate Chair)	x	Jean Irving*		Paula Selvester
	Jake Brimlow		Deanna Jarquin (AS President)		Katie Simmons
	Kim DuFour*	x	Jeff Livingston		Chris Souder
x	Diana Dwyre (chair)	x	Jennifer Meadows	x	Adam Stoltz
x	Rick Ford	x	Maria Olson	x	James Tyler
x	Barbara Fortin		Dan Reed		Chris Winch*
x	Lori Fuentes*	x	Michael Rehg		
x	Judy Hennessey		Allen Renville (Butte College)		

* = Augmented Members

X = In attendance

Meeting convened at 3:18 p.m.

Introductions and Announcements (Dwyre)

- Spring 2016 EMAC meetings, except for January, have been moved to SSC 122/124. January's meeting will still be in SSC 306.

Minutes from 11/17/15 Meeting (Dwyre)

- No quorum for approving the November minutes. Carried forward for action during the January meeting.

Wait-List Issues Discussion (Jean Irving)

[Waitlisting web page](#)

Please explain (generally) how wait listing works.

Irving: Campus has averaged 5,000 enrollments from wait lists per semester since we started offering wait lists in spring 2010. Fall 2015 there were over 6,000 actual enrollments from wait lists. Started using wait-listing because we had limited sense for class demand. It also reduced the amount of running around students had to do to obtain signatures for adding classes. It has been very successful.

Wait list data is stored in the data warehouse. Departments are notified when the data is purged and how they can run reports to review the data. Includes information on why a student is not added to a class.

When do wait lists run? When do students who are on wait lists get added . . . when do wait lists "turn on" each semester?

Starts with the day registration opens up—once a day, every day. When we enter the Add/Drop period, process is run twice a day. Process stops during summer orientation to give priority to students who are here. Managing wait lists provides a lot of information on who gets added, when, etc. Paper forms override electronic wait lists.

When are wait lists cleared or "turned off" -- is it the Thursday of the first week? What is the logic of this timing? After this time, do we rely solely on instructors to manage student requests to add students to classes?

Wait lists are run through Thursday during the first week of classes. A snapshot is taken at that time and stored in the data warehouse. We stop during the first week because there are classes that only meet once a week and deans/chairs were not comfortable with running them longer because of the amount of work students would miss. Northridge did it differently because of the number of international students they were trying to accommodate that came in late because they had just gotten their visas. Wait lists are also run to back-fill drops that occur due to non-payment.

Do juniors and seniors get wait list priority over freshmen and sophomore students? Or is it first come, first served?

It is managed by registration appointments. After that, it is first-come, first-served.

Do students get priority for classes in their major over non-majors?

No.

Can students add to multiple classes held same day/time?

Yes, they can. When they enroll in the same class, at a different time, they would be dropped from any wait list(s) for that same class.

Students who meet prerequisites through testing, transfer course, AP course or some other external method do not move automatically into a course because the system does not recognize they have satisfied the prerequisite. Is there a way to address this?

No. Prerequisites have always been an issue. Would be better if transfer students were able to add to the wait lists.

Are students notified via email if they are added to a class from a wait list? Dropped from a wait list?

Yes, they are notified they have been enrolled.

What about students who met prerequisites that are not in the system?

If the data is not in the system, it can't be checked and cleared. There has to be a course-to-course articulation entered for the system to recognize it. These do present issues. We need to work on the calculus ready test and figure out how to get it into PeopleSoft so students can add themselves to wait lists through self-service. If students are entered by being overwritten by faculty/staff, they will remain in the class if there is no prerequisite. But if there is a prerequisite, they would be removed. Another work-around is to hold back on the capacity and have faculty enroll students directly and override the limit. This could possibly cause facilities issues if the enrollments change drastically.

The new data warehouse will not affect this, but the Chancellor's office is moving away from Cobol programming. If we can get reasons why students are still sitting on a wait list, other than the class being full, it would be helpful.

Platinum Analytics does not use wait lists for creating output. Irving will check with Platinum Analytics folks on whether the predictive data can incorporate wait list data. Overall, wait listing has been a valuable tool.

Other Questions Not Addressed:

- Math 105/105F, 107/107F: would a student signed up for one of the sections be dropped from a wait list of the other?
- Could we run wait lists after the semester begins by unchecking the box for auto-enroll in classes that meet once a week?
- Wondering if labs are wait listed as part of a course or separate? Olson will share an example with Irving.

Enrollment Updates

Butte College – (Fortin)

- Before the semester begins, the Office of the Registrar will contact our students on LD GE wait lists to inform them there are general education courses open at Butte. This will be the third semester we have made this effort.

Spring 2016 Enrollment (Fortin)

[Handout](#)

- We are in spring 2016 registration cycle.
- Dropped students for non-payment today.
- 61% of dropped students end up re-enrolling in January.
- Unknown whether workload is down because of economy or whether there are not enough sections.
- Some classes have been cancelled due to low enrollment, but nothing out of the ordinary.
- Some departments are being mindful of incoming transfer student needs.
- Unfortunately, when classes are cancelled, faculty cannot add students to other sections until January 4. Irving indicated REGS can assist with adding students into classes upon a department's request.
- If courses are being cancelled for more than low enrollment, funds may be available via the provost.

- Estimating we should be very close to our resident FTES target.

2016-17 Planning (Fortin)

- Last week we received our 2016-17 FTES target: 15,135, an increase of 135/.9% over the 2015-16 resident FTES target of 15,000.
- Will review scenarios in January and consult with VP Calandrella.

Fall 2016 Applications (Stoltz)

[Apps Handout](#)

- Prioritizing processing for service area applicants. *Ethnicity reports [FTF](#) and [Transfer](#)*
- Impaction can affect applicant consideration and we are impacted at FTF and transfer levels. If we were not impacted we would have to admit every eligible FTF and transfer applicant. Impaction can be negative, making it easier for other campuses to attract applicants away from Chico State.
- We are not yet sure how many FTF we need to admit for fall 2016. We will look at FTF numbers in January. Transfers will likely start being admitted in February.
- We are only funded for actual resident enrollment.
- Livingston would like to have a discussion about Native Americans and why they are not applying when there is a large population north of Sacramento. We currently do not have an active outreach effort. Appears to be a service issue.
- Do we know the transfer rate from Butte College to Chico State? Possibly high 80s. Stoltz will confirm.
- Business is working with Shasta College to see if they can attract students to programs. Siskiyou residents might also be willing to come here.

Persistence Rates (Fortin)

- Persistence rates were updated after fall 2015 census.
- [Link to reports on Institutional Research site.](#)
- 2014 had a large FTF cohort—persistence dropped, as it did for transfers, just not as significant.

Update from Statewide Academic Senate (Selvester)

- None-not present

Other

- Reminder: Drew will be at next meeting. Will again have list of questions.
- Next EMAC Meeting: Tuesday, January 26, 3:15-4:45pm in SSC 306

Meeting adjourned 4:45 p.m.

Respectfully submitted, Lori Fuentes, EMS AA/S

Action Items:

1. Other Questions Not Addressed:
 - Math 105/105F, 107/107F: would a student signed up for one of the sections be dropped from a wait list of the other?
 - Could we run wait lists after the semester begins by unchecking the box for auto-enroll in classes that meet once a week?
 - Wondering if labs are wait listed as part of a course or separate? Olson will share an example with Irving.
2. Irving will check with Platinum Analytics on whether the predictive data can incorporate wait list data.
3. November minutes will need to be approved along with the December minutes.
4. Livingston requested further discussion about Native Americans and why they are not applying here.
5. Stoltz will confirm the transfer rate from Butte College to Chico State.