

MINUTES

ENROLLMENT MANAGEMENT ADVISORY COMMITTEE MEETING

March 24, 2015

In attendance:

X	Bill Allen		Taylor Herren (AS President)		Allen Renville (Butte College)
X	Kim DuFour*	X	Jean Irving*	X	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*		Dan Reed	X	Jessica Verardi
	Judith Hennessey	X	Michael Rehg	X	Michael Pratt (AS)

* = Augmented Members

X = In attendance

Meeting convened at 3:17 p.m.

Approval of Agenda (Ford)

- Approved

Introductions and Announcements (Ford)

CSU Admissions Advisory Committee (AAC) Update – Kaiser

- AAC has been silent due to vacancies in upper level positions. Appointments will be made soon.
- Board of Admissions and Relations with Schools (BOARS) changed two key issues. Statway, a math course that runs over 2 semesters and at its conclusion gives credit for completing the Area A (for us Area B) math--one of the Golden 4 required of all transfer students. The UC accepts it now through the experimental time period which ends in fall 2016. The reason this is significant is that the mandated entry requirement of Algebra 11 is lifted if one enters and completes the course with a 'C.' AAC has been waiting for all members/administrators to be appointed. Now that has happened a meeting will be scheduled in spring 2015. However, Academic Prep & Educational Prep (APEP) agreed in March to accept the UC-BOARS revision of the Visual and Performing Arts A-G high school requirement to be able to be completed in two separate semesters (rather than a year long course) and expanded the identification of visual arts by adding a more technical areas, graphic arts, video, etc.
- There was a legislative query about whether campuses would be penalized for going over enrollment. Chancellor White confirmed no campuses will be penalized in 2014-15. The taxes on campuses go back to 2013-14 and are now being collected. When AAC comes back into play, they will get some sense of what they will be doing at the system level.

Acting President

- Acting President Richmond will be on campus this Thursday with Chancellor White. They will meet with the Senate executive committee and attend a Research Foundation Board meeting. CSU presidents have a contractual obligation to work for the CSU for a couple years after retiring. There was a vote of no-confidence by Humboldt faculty for Richmond, but it was a split vote. His charge from the Chancellor during his presidency was to fundraise in the sciences and get Humboldt's enrollment back up.

Approval of Minutes from 2/24/2015 Meeting (Ford)

- Approved

Action Items from February EMAC Meeting

Status of International Education Advisory Committee Plan

- Ford received an update from the interim provost, who is working with Li to finalize the plan by mid-April. They are projecting international students will comprise 5% of total enrollment in the next five years and

working on the funding guidelines, etc. She will keep EMAC informed. Ford will follow up with the provost again before the April 21 EMAC meeting.

Review IEAC Plan as it Relates to AB 386

- International students are limited to the number of online courses they can take. Our campus has implemented steps to prevent them from enrolling in classes without permission.
- San Francisco State has a fully online calculus class. Five Middle Eastern students took the course and earned As and Bs. However, when they took year 2 of calculus at Chico State, they failed the course. Did our course have a prerequisite? Ford believes San Francisco State's class is a standard calculus course, which means we would have no discretion—it would automatically articulate. International students would be allowed to enroll. There may be some immigration limitations, but possibly just for Saudi students who need to get prior approval. Irving will check into this further.
- Non-resident students pay the non-resident tuition portion to the campus where the course is hosted.

Resolution – Status Update

- A final copy of the resolution was distributed to the Senate executive committee and cabinet. EMAC received a copy via email from Meadows today (3/24/15).
- Cabinet did discuss the resolution during a recent cabinet meeting. There was some resistance to the resolution.
- Next steps:
 - Executive committee discussed the resolution briefly, but no action was taken.
 - Ford needs to request to attend a senate meeting to ask for support from the executive committee. The data supporting the resolution should be shared prior to the meeting. Make it clear this resolution involves staff and faculty.
 - The executive committee will need to vote to support (or not).
- Kaiser said tenure density was a hot topic at a recent statewide senate meeting. She shared the information with the Senate executive committee. She believes Chico's actions may generate action by other CSU campuses, which would build greater support.
- Meadows shared the system tenure density with cabinet. The data are available on the [Institutional Research website](#).
- A motion was made for EMAC to send the resolution to Academic Senate for consideration of adoption. EMAC moved, seconded, and voted unanimously to proceed with presenting the resolution to Academic Senate and asking for support.

Calandrella Attending an EMAC Meeting

- Calandrella is scheduled to attend the April 21 EMAC meeting.
- Ford verified the questions EMAC would like him to address at that time:
 - Tension between FTF targets and housing demands – what is the tension?
 - Advising for international students.
 - How does Calandrella view his role in setting indices for admissions?
 - What are the plans for increased support services for URMs and first-generation students?
 - For instance, why are we using student fees instead of providing ongoing support for EOP's lab?
 - Mapping? Rick??
 - What role has faculty tenure track density played with respect to enrollment planning? *Targets are determined by chancellor and president.*
 - What impact (if any) does he see the resolution making?
 - How are staffing plans being adjusted to accommodate for AB 386 demands?

Yield Information (Fortin)

[handout](#)

- Data is available in Insight under: Institutional Research/Enrollment Management. (Apps Admits Enrolled)
- Kaiser was concerned about programs with cohorts that enroll off cycle (e.g. nursing) and whether we took into consideration cohorts who have to enroll to complete their theses.
- Can view data a variety of ways: residency, service area vs other areas, etc.

AB 386 (Irving)

- We do have to advertise a full schedule. But we have a number of online courses that are not appropriate (master's, education, 398s, etc.)
- Irving has informed department chairs they can reduce course caps, but it would leave any open seats available to any student trying to add. Enrollment is based on space available and campuses define what "space availability" means. Another option is to have "departmental consent" a requirement. We could also add "program codes required." There are options for managing this process.
- Office of the Registrar staff are working on getting everything ready and an infrastructure in place by April/May.
- When we open enrollment during Add/Drop in August, that time frame is only for our students because a sizeable portion of junior/seniors wait until Add/Drop to enroll in their courses.
- The two weeks before classes will be when we allow students to enroll in AB 386 courses.
- Geri Hanley with the CSU is very supportive of campuses limiting enrollment periods, adding caps, and making prerequisites visible. Hanley did not realize campuses do not get paid for these students even though they are impacting campus workload.
- This will definitely highlight where our course caps are too high or too low.
- For fall 2015, we will focus on specific courses for articulation because we cannot get them all done.
- All GE is articulated. Even though some campuses have been ignoring this project, 9 units of GE from another campus would meet our GE requirements.
- Articulation officers stood their ground and insisted there has to be syllabi for every one of these courses.
- Ford asked Irving and DuFour to consider whether there is anything that would make this easier for REGS and AAP? Will discuss at next EMAC.
- 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.

Enrollment Updates

Butte College (*Renville unable to attend*)

Ask Renville about syncing calendars (Butte and Chico) 15-16

Spring 2015 Census and 2014-15 Annualized Resident FTES (*Fortin*)

[handout](#)

- Campus came in 2.94% over the 2014-15 annualized resident FTES target.
- Continuation/yield rates went up.
- In fall 2013, we looked like we were going to be under enrolled. Pushed to avoid that situation in spring 2014 and brought in a larger than usual transfer cohort, who have continued at a higher rate. We did not want to be in the same situation in fall 2014 because we had hit transfers hard the previous year and were concerned the pool would be inadequate. Choose to go with a "buffer" which along with the unexpected higher yield resulted in us being over target. The CSU was also in a struggle with the governor about enrollment at that time.

2015-16 Enrollment Planning (*Fortin*)

[handout](#)

- Continuation rates and course loads continue to increase, so we are using updated rates for 2015-16 planning.
- The new student mix was updated based on spring 2015 census.
- Planning goal is to be 1.5% above target, which should land us between 1% and 1.5%. Cabinet's initial consideration was 2% above target; EMAC's recommendation contributed to the decision to go with 1.5%.
- If fall 2015 comes in light, we will be scrambling to hit target next spring.

Fall 2015 Application Processing (Fortin)

- Finalizing EOP admits.
- First time freshmen is almost complete. Index threshold is 3400.
- We are about halfway through admitting transfers. Should be done in about 3 weeks. Will need to consider whether we need to drop our minimum GPA to hit our transfer number. Did not drop the index as much as last year.
- Reservations for Choose Chico! are slightly down. Not surprising since we had admitted more students at this time last year.
- Graduate Studies confident they can contribute the 474 credential/graduate applicants.
- Estimating 2,600 first-time-freshmen and 1,700 transfers.
- Service area contributes about 13% of enrolled first time freshmen. About 6% of our first time freshmen application pool is service area.

Office of Admissions New Student Fall 2014 Surveys (Fortin)

[Non-Enrolled](#) and [New Student](#) surveys

- Insufficient time to review in detail.

Meeting adjourned 4:43 p.m.

Respectfully submitted, Lori Fuentes, EMS AA/S

Action Items:

1. Ford will follow up with the provost again before the April 21 EMAC meeting on the IEAC plan.
2. Ford will follow up with Calandrella regarding committee's questions.
3. Irving will check into the San Francisco State calculus course situation.
4. Ford to work on getting support for the resolution. The data supporting the resolution should be shared prior to any meetings. Make it clear this resolution involves staff and faculty.
5. Ford asked Irving and DuFour to consider whether there is anything that would make the AB 386 situation easier for REGS and AAP. Will discuss at the next EMAC meeting.
6. 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.
7. Talk with Renville about syncing Butte College and Chico State academic calendars for 2015-16.