

Enrollment Management Advisory Committee Meeting

Minutes

January 21, 2020

Attendees:					
X	Trevor Guthrie, President, Associated Students	X	Jeff Livingston, Faculty, History	X	Barbara Johnson*, AA/S, Enrollment Management Services
X	Al Renville, VP Student Services, Butte College	X	Jeni Kitchell*, AVP, University Budget Office	X	Tracy Butts, Interim Dean, Humanities and Fine Arts
X	Baohui Song, Faculty, College of Agriculture	X	Kaitlyn Baumgartner Lee*, AVP, University Advisement		Tom Rosenow*, Interim Director, Institutional Research
X	Chiara Ferrari, Chair, Academic Senate	X	Kim Guanzon, Director, Office of Admissions	X	Tyson Henry, Chair/Faculty, Computer Science
X	Dan Reed, Director, Financial Aid and Scholarship Office		Michael Allen*, University Registrar, Office of the Registrar	X	Tami Adams, Staff Council member
X	Diana Dwyre (Chair), Faculty, Political Science and Criminal Justice	X	Michael Rehg, Faculty, College of Business	X	Sharon Barrios, Interim Dean, Office of Graduate Studies**
X	Jeff Bell, Assistant Dean, Natural Sciences	P	Rick Ford (Co-Chair), Statewide Academic Senator	X	Quinn Winchell, Faculty, Median Arts, Design and Technology Department
X	Michelle Holmes, Assistant Registrar, Records, Registration, Communication and Operations	X	Sara Trechter, Interim AVP, International Education and Global Engagement**		Library member, vacant
X	Holly Ferguson, APSS/Curriculum and Database Coordinator, Office of the Registrar				

In attendance: X = in attendance
P = represented by proxy
* = *Ex-officio Members (non-voting)*
** = *Potential ex-officio members (non-voting), pending Academic Senate and presidential approval of revised EM*

Meeting convened at 3:17 p.m.

I. Approve agenda, introductions and announcements (Diana Dwyre)

- A. Agenda approved
- B. Minutes from 12/17/19 approved
- C. Introductions
- D. Announcements

Diana Dwyre is teaching a class in San Sebastian on The Rise of Authoritarian Populism- encourage your students to sign up

Kaitlyn Baumgartner Lee has been appointed Interim AVP Enrollment Management Services, and will serve as a conduit for information while recruitment for the role is ongoing

Candidates for the AVP Enrollment Management Services role will be brought to the campus in February

II. Enrollment updates (Kim Guanzon, Michelle Holmes, Kaitlyn Baumgartner)

- A. Because of an unplanned absence, Michael Allen was not available to give a Spring 2020 enrollment update

- B. Office of Admissions is keeping an eye on Spring 2020 numbers, as that will impact what numbers we strive for in Fall 2020 enrollment. There are typically a lot of adds in the first week of school

Awaiting direction from Cabinet about enrollment strategy: get back up to funded targets, or focus on growth?

Applications are down system-wide so far

5,678 offers went out January 11, mostly first-time freshmen; another tranche of almost 4,000 will go out today, for a total of 10,870 freshmen and 426 transfers admitted so far. Transfers have until February 7 to complete their files; after that there will be a better sense of the transfer pool

Admitting index is now 3500, and there are a couple thousand students at or above that level to be reviewed. This index will likely drop again

We need to decide on yield rate; not sure if last year's soft yield rate was an anomaly. With all campuses down in applications, likely best to lean toward a conservative yield rate.

UCs typically send out offers in March, so we likely still have a bit of time to decide on optimal yield rate

- C. [Spring 2020 vs 2019 Full-time enrolled students](#)

- D. Sent communication to all students re: registration closing on 1/31, waitlist. Students enrolled in less than 15 units received a communication as well

- E. We have over 100 Fall 2019 student grades still outstanding. That causes some students to have problems registering for classes that required a prerequisite; it also causes graduation hold ups

This was the highest number of outstanding grades beyond the deadline, on record. There were over 500 outstanding grades at the deadline date

Some ideas have been floated re: early communications for future semesters (adding something to Tuesday Tips from Josh Trout, etc.)

The suggestion was made to specifically target faculty for whom meeting the deadline was a problem, rather than sending blanket messages to all faculty

III. Scheduling task force and optimizer updates (Holly Ferguson)

- A. Scheduling Optimizer

The team is working through optimizer runs, clarifying needs and preferences with departments

There was an issue with how Astra calculates contact hours. Contact hours are determined by the classification of components; Astra was calculating contact hours a little bit differently than we do in PeopleSoft. This issue is being resolved
Previous ADA issues with the optimizer are being resolved. Campus did not previously have a compiled list of faculty with known needs on their list; APSS is working with ARC to create that list so that optimizer can take this list into account. The plan is for this list to be updated each semester

The Scheduling Task Force is now close to rolling out the 2018 schedule model to departments and colleges for review

- a) After that, modeling without Butte Hall and without old Physical Sciences building can begin

For Fall 2020 scheduling, the effects of being without the old Physical Sciences building are becoming apparent. The number of sections she cannot place is a much higher number; as of last Friday, there were 28 sections that APSS was unable to place in a room, necessitating back-and-forth with departments. A more typical number of sections not placed would be 2-5

The Fall 2020 scheduling is being done manually, without the optimizer

The new Science building will come online soon, but is majority exclusive-use space. It may possibly be useful in freeing up space for the unhoused sections

There are some exclusive-use spaces on campus for which the features of the classroom do not necessarily warrant the designation of exclusive-use; APSS has been allowed to use some of those classrooms as second-tier

The new Science building is still on schedule to open in the summer and be used for classes in the Fall semester

B. Scheduling Task Force

1. First draft of [Scheduling Policy](#) was sent to Cabinet last Friday, to Deans on Monday, and to Chairs and ASCs this afternoon. On Thursday, it will be presented to EPPC, FASP and ADSUA. The team is also hoping to present to Chair's Council. It will go to Academic Senate Executive Committee on February 7th, and then to full Senate on the 13th.

This is a pilot set of guidelines for student-centered best-practice scheduling of classes Pilot will be effective Fall 2021. We will be able to take what we learn from the Scheduling Policy Pilot and from the first few iterations of the scheduling optimizer, and follow up with a policy in the next few years

Recommending that departments, when scheduling Spring 2021, keep the pilot policy in mind. Highlights are: all colleges will schedule no more than 50% of their classes during prime time (defined as M-Th, start times 9am-2pm). This is the number we need to get to, in order to accommodate Butte Hall being offline CME is in a comfortable zone, as only 40% of their classes are in prime time. Other colleges will need to shift schedules to achieve the 50%-outside-of-prime-time figure During the Tu-Th start times of 9:30am, 11:00am, 12:30pm, and 2:00pm, we are using every general-use lecture classroom on campus. There are many other time slots in which several classrooms sit empty

For the next two years, we will need to move many more general-use classrooms to the MWF schedule, and to off-prime slots such as 8:00am or 3:00pm

Enrollment capacities need to be set at what the department believes the enrollment will be, in order for the optimizer to effectively optimize classroom scheduling

There will be a permanent Scheduling Advisory Committee developed as part of the pilot. Some of the ongoing issues are: student safety during night classes; services for weekend classes; online classes; final exam scheduling

Team is rolling back automatic approvals for non-standard times. These will all be reviewed, and departments will be asked to provide justifications for non-standard times. An example might be a class that runs TuTh 12:00-1:00pm: this non-standard time prevents use of the room for 11:00am and 12:30pm start times

To submit feedback, you can use the scheduling task force email: schedule@csuchico.edu

The implementation will include reports to the departments on where they stand relative to the guidelines. This will go into effect for Fall 2021 schedule

IV. Upcoming meeting

- A. Enrollment update
 - 1. Yield calculations
 - 2. Continuation rates
- B. Butte College update with Al Renville
- C. Scheduling Policy pilot update
- D. February 4, 2020
3:15 p.m. – 4:45 p.m.

SSC 122

Meeting adjourned at 4:26 p.m.

Respectfully submitted,

Barbara Johnson, AA/S, EMS