

## Enrollment Management Advisory Committee Meeting

### Minutes

April 21, 2020

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

**In attendance:**      \* = *Ex-officio Members (non-voting)*      X = In attendance  
 \*\* = *Potential ex-officio members (non-voting), pending Academic Senate and presidential approval of revised EM*  
 \*\*\* = *Featured Guest*

Meeting convened at 3:16 p.m.

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

- A. Agenda approved with additional topic
  - 1. Sara suggested we talk about deferment of enrollment. It was agreed to add that topic after Kim's update
- B. Minutes from 4/7/20 approved with edits which were sent out earlier today
- C. Introductions
- D. Announcements
  - 1. Jennifer Gruber passed her defense of her doctoral dissertation
  - 2. Baohui Song was awarded a Professional Achievement Honor for this year
  - 3. The election of next year's Chair and Vice Chair will be coming up

**II. EMS COVID-19 Continuity Planning (Kaitlyn Baumgartner Lee)**

- A. Campus receiving just shy of \$20M for CARES Act. Almost \$10M will go directly to students in some form, and the balance will go to campus to cover COVID-19 disruption-related expenses.
  - 1. We have not yet received the funding; process of distribution is still being worked out. Financial Services, Student Financial Services, Financial Aid, Basic Needs, faculty colleagues and

others on campus are working to ensure that we get money to students, ensure equity, and minimize administrative complexity

a) The guidance is that it is to go to Title IV-eligible students (eligible to file FAFSA, citizens or eligible non-citizens), and that we are not to put the funds toward the student account

2. We would like for students to either receive money, or know that they will receive money, before they go into finals

B. We are actively looking at different planning scenarios for fall 2020

1. The scenarios being planned for include a fully-online fall, and a hybrid model

a) An in-person scenario requires less planning, as we already know how to do that

b) We are looking at when we need to make a decision as to which way we will go for fall

c) We are substantially dissimilar to other CSU campuses, so we are hoping the system gives leniency to campus Presidents in this decision

(1) Governor's decisions will also be an important factor

(2) It will be important to make sure that accurate information is disseminated (e.g., the inaccurate assumption that if CSU Fullerton goes online that we all will)

### III. Fall 2020 Admissions Update (Kim Guanzon)

A. As of this morning, we are running ahead of last year on Intents to Enroll for freshmen, but behind for transfer students

1. A special email will go out to transfer students. They do get admitted a little later than freshman, so they tend to come into the pool a little later

B. Virtual experiences for admitted students are still happening

1. There will be a webinar tomorrow night for admitted students, including a general session followed by a separate breakout room for each college. There are 1,000 students signed up, as well as 700 guests

2. There are virtual pre-tour presentations that students are signing up for

3. Virtual Live tour launches next week. This will be a live tour guide who will show pictures of campus. This allows prospective students to interact with students

4. Intent to enroll emails go out each week, as well as emails regarding orientation, housing, honors

5. Intent to enroll deadline has been extended to June 1

6. Admissions Office has been getting a large volume of calls with general questions: will we be online in the fall? etc. It is difficult to know ultimately what decisions families will make

a) The suggestion was made to EMS Leadership that we include some sort of caveat to our weekly Executive Summaries, letting folks know that enrollment numbers will continue to jump around for awhile

7. Campus housing filled in record time this year, which is traditionally a strong indicator

a) Opening night of applications last year we had 623 completed applications, and this year we had 1210 completed applications. This was despite a 5% increase in housing fees

#### IV. Enrollment Deferrals (Sara Trechter)

- A. When we make an admissions decision, sometimes students aren't able to come. For international students, it is often because they can't get a visa. With all consulates being closed right now, that is the situation we are facing right now
- B. The process is very onerous to perform a deferral through Cal State Apply
  - 1. There is a rumor afoot that that process is going to be easier
  - 2. The new policy was delivered yesterday, and Melanie Manes in the Office of Admissions is going to run some testing before implementing
    - a) By tomorrow the Office of Admissions will know more about what will be implemented
- C. Admissions is not seeing a huge increase in deferments; families aren't sure that is the route they want to take
  - 1. If we go online in the fall, there may be a vast number of freshmen who defer. The reason students choose Chico is to have that residential campus experience
- D. At the Graduate level, they are already moving ahead to defer. They will consult with the programs, and may move with a case-by-case or program-by-program approach
- E. The request was made to have Kim send out more information as she knows more, either by email or through Barbara

#### V. Policy Changes (EO 1037) (Chiara Ferrari, Kaitlyn Baumgartner Lee, Rick Ford, Mike Allen)

- A. Grading scheme
  - 1. Students who receive an F will automatically receive a NC grade; students who receive a D have the option to ask for it to be changed to a NC. Students must make this request by May 29
    - a) If D is a passing grade, students will need to think about whether they want to take the D, or repeat the class but not have the impact to GPA
    - b) The change of Fs can be done automatically through the system. The conversion of Ds to NC will be processed individually; instructions have gone out to students
  - 2. This was the most equitable scheme, because it can help all students. If campus had moved to a full Credit/No Credit option for classes, many students would not have been able to take advantage of it because their programs do not allow class CR/NC grading schemes
    - a) The suggestion was made that this scheme that was agreed upon is problematic, in that it does nothing for graduating seniors to reduce the stress of protecting their GPAs. Other campuses took a much more liberal view on that by switching to a full Credit/No Credit option for classes
      - (1) The Provost wanted to discourage a decision that would force us to open up the option for departments to opt out
      - (2) The structure is still in place where a student can change to a Credit/No Credit up to the final, for a serious and compelling reason. There are some majors that don't allow CR/NC, however
      - (3) Other campuses are amending their versions of Executive Memoranda, to allow Credit/No Credit options for general ed and major classes
  - 3. Campus is in conversation about converting all WUs to Ws. WUs are calculated into GPA, and thus would have the same impact as an F, whereas Ws are not calculated into GPA. If

it happens, it will be automatic. Registrar will let the faculty know, so that faculty can either issue a WU (that will become a W) or an F (that will become a NC)

B. Withdrawals

1. Internally, we are making the process less cumbersome. The students will still have the same process, which is already student-friendly. Students are being directed to Advising to learn of all options

a) Withdrawal information hasn't been included in student communications up to this point. We will gather information about timing of information, what other campuses are doing, what types of students already understand about withdrawals versus students who have no idea

b) We are not seeing a massive spike in withdrawals overall

(1) Computer Science, however, has seen roughly a 10-fold increase in withdrawals

C. Dismissals

1. EM 05-003 addresses probation, dismissal and academic disqualification. The only reference to dismissals is that Academic Advising enacts the dismissal process based on criteria

a) We dismiss a fairly sizeable chunk of students each spring. This also contributes to our equity gap

b) This happens after grades are finalized, in June

2. We may look to have a temporary suspension of the dismissal process this spring. There has been no guidance from CO on this so far

a) The suggestion was made that if a student is not likely to bounce back, it may not be great to "lead them on" in a sense, and take their money for another semester

b) We are still pursuing analysis of our existing probation contracts (improvement contracts) to see whether we are doing right by students with the contracts

D. Fall 2021 multi-factor admissions review process

1. Use of the SAT/ACT will not be in force for fall 2021 admissions review, because these exams have been canceled due to COVID-19

2. CO has directed campuses to lower the eligibility GPA from 3.0 to 2.5, and eliminate the use of the index

a) Net additional eligible students of roughly 3,000, so a relatively small number change, but different population

3. Each campus is being granted the right to use alternative criteria to deny admission to students with 2.5 or above, or granting admission to students with below a 2.5

4. For campuses that are impacted in every major, this will be a huge change. We are impacted in only 3 programs

5. Data Jeff looked at suggest that far and away, high school GPA is the best predictor of college success

a) One alternative is to raise the GPA a little bit; another is the number of A-G courses that the student engaged in, or number of AP courses they took. These present a number of ways that we can admit students with below 2.5 GPA, or deny students above 2.5. It will be important for faculty to have a voice in this, and EMAC will be the place for that conversation to happen

6. We haven't seen a deadline for the plans to be submitted to CO, but assume likely around August. If that is the case, the faculty will only have until mid-May to weigh in on this, and then they all go off contract, unless it goes to Executive Committee in summer
- a) This year our number of applications decreased, and we went down to an index of 2950. If 2.5 GPA becomes the minimum, we would likely admit from the top down as we had done with the index
  - b) Faculty will need a voice, particularly if we are looking at a multi-factor analysis. What will the other factors be?
  - c) A question was raised: why does faculty need to weigh in on this process? Our job is to teach, and if you know how to teach, you should be able to teach a person, whether that person has a GPA of 2.5, 2.3 or 3.0
    - (1) Our university is charged with recruiting, retaining and graduating a high quality, diverse student body
      - (a) However, we also are charged with serving the students of California, who are served by the state. We recognize that education in this state is not an equal playing field—a 2.5 GPA in one school could be a 3.5 somewhere else. To parse some of these things ignores a lot of other factors at work
      - (b) Some on committee don't see how faculty involvement will help
        - (i) This committee is the faculty voice. We discussed what the index should be in the past, and now that has been taken away
        - (ii) Faculty are particularly attuned with and sensitive to what things present challenges and what factors enhance success. For these reasons, it will be important for faculty to weigh in
  - d) Because we are not impacted in every major, every college, department or program cannot set up their own criteria for admission. If we have this conversation, we need to be careful how we frame it. We don't have the ability to make every major have its own criteria
  - e) An update at the next EMAC meeting will be helpful

## VI. Discussion of Election Process for AY 2020-21 EMAC Officers (Diana Dwyre)

- A. We will have elections at the May 19 meeting. We do not have a strict process for nominations, so there are a number of processes we can follow
  - 1. We could have nominations due on the 12th, or have them open until the last meeting
  - 2. No preferences were stated, so it was agreed that we would have nominations open until the last meeting on the 19<sup>th</sup>
  - 3. You can nominate someone or nominate yourself, by sending word to Barbara. If you nominate someone, check with them first.
    - a) Any faculty member on the committee is eligible regardless of time base, per new EM (not yet fully approved). Old EM requires full-time faculty status

## VII. Upcoming meeting

- A. May 5, 2020

Via Zoom teleconference

*Meeting adjourned at 4:58 p.m.  
Respectfully submitted,  
Barbara Johnson, AA/S, EMS*