

ERMC Meeting Notes

MEETING DATE: 10/11/11

MEMBER NAME	PRESENT	ABSENT
Brundage, Isaac		X
Byars, Susan	X	
Cinoman, Andrew	X	
Duck, Monette	X	
Fisher, Brian	X	
Goldie, Monica		X
Haring, Debra	X	
Laviolette, Marc	X	
Lopez, Jorge		X
Ouerson, Marisa	X	
Parker, Stacy	X	
Popovich, CarolAnn	X	
Price Henry, Dr. Donna	X	
Schexnayder, Ken		X
Tolley, Greg	X	
Vines, Dr. Robert	X	
Volpe, Karen	X	
Wright-Isak, Chris	X	
Yovanovich, Michelle	X	

Meeting began at 9:00am

1. REVIEW OF MINUTES FROM 9/6/11 MEETING

No comments or changes, therefore, minutes approved as distributed.

2. REPORTS:

a) *Enrollment Management Structure*: Donna advised that the subgroup needs some guidance as to what format is being requested for the report and she will meet with Provost Dr. Toll. In addition, Marc and Donna will meet with Dr. Toll and Steve Magiera to obtain clarification on direction for the committee this year.

Action: Donna will give an update to committee at the next meeting

b) Retention Survey: Susan advised that the sub group did not meet last week, however, they have developed a draft survey which will be included in the withdraw form. The same survey will be sent to stop outs. All members of the committee were urged to review the draft one last time. It was suggested “student voice” is a good tool (available through the Student Affairs Office) to send the survey to fall stop outs. The Registrar’s office will be responsible for collecting the data.

Action: Susan will send the draft survey to the committee for any comments or suggestions. Comments or suggestions are to be sent to Susan by 10/14/11. Target date to complete is Nov 1.

c) Retention Workshop: CarolAnn passed around handouts regarding the proposed Retention Workshop. It includes a draft of the Mission Statement, budget requirements and a tentative outline for the workshop. She spoke to Paul Snyder who was very supportive of the idea and suggested that CarolAnn work with George Alexander to help with the collection of NSEE data. It was agreed that the NSEE data would provide a good baseline for the workshop. All committee members were urged to send comments to Michelle so that we can finalize a mission statement and general outline for the workshop. Once complete, Marc will present to the PBC along with a request for funds.

Workshop at a glance:

- One day, either on a non-senate Friday late spring or in between semesters. Faculty Senate and Dean’s council will be approached for suggestions.
- We would cap attendance at 300 so that we could accommodate the space restrictions.
- One keynote speaker followed by breakout sessions.
- Once approved and a date set, call for presentations will be sent.
- The full ERMC committee will work on workshop.
- Intended audience is faculty, staff and students.
- Would like to provide some sort of breakfast and lunch. SUB would be the ideal location.

Action: Marc will submit proposal at the next PBC.

3. ADMISSIONS SNAPSHOT SUMMER/FALL 2011

Marc handed out the admissions snapshot as of September 2011. Committee reviewed numbers. Marc stated that the report does not include remedial data. Andy is working on that information and Marc will include it in his next report.

4. PLAN FOR ACADEMIC YEAR 2011/2012

Marc reiterated the major scope of effort for the committee this year would be retention and student success. Clarification would be requested on Enrollment Management issues.

Marc requested that the retention data for freshman to sophomore be rerun for this year's results.

To keep in line with our five year enrollment projection we need to reach a headcount of 14,000 next year.

5. NEW BUSINESS

There was no new business to report.

Meeting adjourned at 10:25am. **Next Meeting will be on November 1, 2011 in AB5-210 from 9:00 to 10:30am.**