

## **ERMC Meeting Notes**

**MEETING DATE: 4/6/09**

MEMBER NAME	PRESENT	ABSENT
Anderson, Audrea	X	
Brunner, Alice	X	
Byars, Susan	X	
Duck, Monette	X	
Laviolette, Marc	X	
Lopez, Jorge	X	
Ouerson, Marisa	X	
Popovich, CarolAnn	X	
Price Henry, Dr. Donna	X	
Savarese, Dr. Michael	Debora Haring attended	
Seals-Gonzales, Cheryl		X
Smith, Casey		X
Vines, Dr. Robert	X	
Yazici, Dr. Hulya		X
Yovanovich, Michelle		X

Meeting began at 9:05 a.m.

### **1. Procedural guidelines for committee**

Marc Laviolette opened the meeting. He distributed a draft for procedural guidelines of the committee. With respect to the documents and materials section, Alice Brunner suggested that we set up an account on ANGEL to post the meeting materials and documents that all members of the committee would be able to access. All agreed, however, Marc stated that once the meeting notes are finalized, they will be posted on the Provost's website as well. All other sections of the guidelines were reviewed and agreed to. Donna Price-Henry motioned to approve the procedural guidelines with the change to incorporate the use of Angel, and CarolAnn Popovich second the motion. All approved. Donna Price-Henry will submit the procedural guidelines to the PBC for approval.

## **2. Compile a list of university committees with potential impact on enrollment, management, retention and graduation**

The committee then discussed all the other University committees that would have an impact or be a source for information or collaboration on issues dealing with the ERMC work.

- First year council: Chaired by Dr. Mike Rollo. Charged with all things pertaining to the first year experience.
- Fee Adjustment Appeals Committee: Chaired by Susan Byars. They review students that are trying to get a refund of their tuition.
- Academic Advising Council: Chaired by Dr. Deb Hess. Also chairs the AAC Executive committee which is a smaller organization. Deals with Academic Advising issues.
- General Education Council: Chair is Dr. Doug Harrison. Oversees the General Education Program.
- Reinstatement Committee: Jorge Lopez is chair of the committee. Deals with students cancelled for non-payment.
- Global Initiatives Council: Elaine Hozdik is the chair. Oversees initiatives dealing with study abroad opportunities, international student services and with international students and faculty studying here.
- Undergraduate Admissions Appeal committee: Jessica Day is chair. Faculty committee deals with students appealing a denial of admission and those students with learning disabilities being reviewed for an initial admission decision.
- Athletics Appeals Committee: Jorge Lopez is chair. They review an athlete that has either had a non-renewal of aide or a reduction in aide.
- In State Waiver Committee: Marc Laviolette is chair. Committee reviews undergraduate applicants for the instate waiver program.
- Undergraduate Admissions Advisory Committee: Marc Laviolette is chair. Advisory committee to oversee issues dealing with undergraduate admissions.
- Admission after Indefinite suspension Committee: Dr. Eric Strayhorn is chair. Committee hears appeals for students wishing to return after a period of indefinite suspension.
- Convocation Committee: CarolAnn is chair. Oversees the yearly convocation for incoming students.
- Celebration of Excellence: Dr. Tom Roberts is chair. Oversees the University recognition awards for faculty, staff and students.
- Step Ahead Committee: Dr. James Wohlpert is the chair. Oversees the STEP Ahead summer program for students admitted with low math scores.

- Gender Equity (Title IX): Kathy Peterson is chair. Oversees compliance requirements for gender equity within athletics and generally monitors gender equity across campus
- EEOC Committee: Dr. Irvin Winsboro is chair. Oversees initiatives and status with regards to Equal Employment and Equity.
- Graduate Affairs Team: Dr. Anne Nolan is chair. Faculty Senate committee to oversee graduate programming.
- Undergraduate Curriculum Affairs Team: Dr. Kazuo Nakatani is chair. Faculty Senate committee to oversee undergraduate programming.
- First Year Reading Project: Dr. James Wohlpart is chair. Committee hears suggestions and picks book for the first year summer reading program.

**3. The committee listed campus offices with interests and or impact in the ERMC work.**

- Student Support services
- Orientation/ First Year Advising
- Community Outreach
- Service Learning
- Center for Academic Achievement
- Honors Program
- Collegiate High School
- CAS First Year Scheduling
- Undergraduate Admissions
- Graduate Studies
- Financial Services
- University Registrar

**4. Lastly, the Committee discussed current reports that may be of interest.**

- Comparative Admissions report
- Return on Applications report
- Graduate Admissions report
- Orientation report (they participated in a benchmark study called “Student Voice”)
- Nessi and/or Bessi reports
- Retention Reports (Bob handed out the 2008/09 CSRDE Retention Survey and ACT class profile report)
- All Enrolled report
- Five Year Enrollment plan

## **5. Best practices and definitions**

Marc Laviolette asked the committee for their definitions of key terms to make sure we were all on the same track/page.

Enrollment Management: has three parts;

1. The forecasting, marketing and recruitment of potential students
2. The application processing , admitting, orientating and enrollment of students, and
3. The support, retention and graduation of enrolled students.

Diversity: It was agreed that the best definition is the one used in our guiding principles and our Diversity Statement.

Recruitment: Recruitment involves all activities to recruit all of our various student types, FTIC transfer, graduate, fulltime, part-time students and non-degree seeking.

Retention: We need to focus on year to year retention and also include quality of experience measurements.

Graduation Rate: Bob Vines explained the six year graduation rate as being the benchmark for how we are evaluated.

Shaping Enrollment: A huge topic but basically embodies all of the above and being able to manage the growth of the University to 15,000 plus students in the next 5 years. Fully understanding the effects across campus from changes to policies and procedures, programs etc., and making recommendations to have the desired outcomes.

Next meeting will be in May.

Meeting adjourned at 10:40 a.m.

Meeting notes respectfully submitted by Monette Duck.