



Enrollment Management Committee

August 29, 2008
Room 2204, 12:30 p.m.

(Approved) MINUTES

Present: Jeff Baker, Neal Ely, Justin Garoupa, Nicole Huber, Laurel Jones, Martha Konrad, Bob Kratochvil, Pam Luster, Amber Machamer, Philip Manwell, Jason Morris (Chair), Janice Noble, Thomas Orf, Sylvia Rodriguez, John Williams

Absent: Kevin Ankoviak, DeRionne Pollard

Guest: Greg Daubenmire

1. Call to Order

The meeting was called to order at 12:30 p.m.

On a side note, a brief discussion occurred regarding which administrators were voting members this year. It was noted that administrators appointed to the various campus committees has not occurred to date, but is expected to occur next week. It was decided that in the interest of approving the agenda and minutes, the same voting members as last year would be sufficient for this meeting.

Justin Garoupa was welcomed to the committee.

2. Set Agenda

Mr. Orf motioned, Mr. Manwell seconded to approve the agenda; approval was unanimous.

3. Approval of Minutes

Mr. Orf motioned, Mr. Manwell seconded to approve the minutes of May 16, 2008; approval was unanimous.

4. Enrollment Report

The 2009/10 target for LPC was reported as 7200 FTES. The total FTES earned for the 2007/08 academic year was 6329.1 and the target was 7001, leaving us under by 671.9 FTES. As a result the 662 FTES from Summer 2008 will be applied to the 2007/08 year rather than 2008/09. Because of this, it is imperative that Summer 2009 course offerings be increased.

Additionally, the Board will require that classes be offered five (5) days a week next summer. Ms. Rodriguez reported current enrollment is 8530. A brief discussion regarding the logistics of the summer '09 schedule ensued. Both Dr. Jones and Ms. Huber explained the printing and timing process. Ms. Huber noted it is tentatively set to be forwarded to the printer by December 1; it is in draft form now. Dr. Jones reported a 2% state growth will be available; she indicated summers have been increasing in enrollments and advocates for a summer target of 700 FTES. Mr. Morris indicated his preference is to have summer discipline plans submitted at the end of September, if possible. The September 26 meeting was suggested and agreed upon. A request was made to have submissions made to both he and the deans a week prior for review.

The question of Fall and Spring discipline plan submission and review was raised. It was proposed faculty be informed their discipline plan is due to both Mr. Morris and the deans by October 31. It is uncertain how many meeting dates will be required to review and approve. November 7 and 14 were selected as committee review dates. Dean Noble and Williams will be placed on the 14th while all others will be presented on the 7th. If needed, the committee may have to meet in early December to finalize items.

5. Set Meeting Schedule

The Fall meeting schedule was set as following:

September 12, 2008
September 26, 2008
October 10, 2008
October 24, 2008
November 7, 2008
November 14, 2008
December 5, 2008

6. Review Discipline Plan Summer 2009 Guidelines

Mr. Morris provided a handout, which will be distributed to faculty. An example of the revised discipline plan spreadsheet was highlighted. Cross-listed courses are on page two. A brief discussion regarding cross-listed, non-credit, and two-thirds apportionment courses occurred. Library credit and ECD courses were used as examples. Ms. Huber volunteered to run cross-listing reports for Mr. Morris.

Mr. Morris made a motion, Mr. Orf seconded, to approve the usage of the new spreadsheet for Summer '09 as a trial. Approval was unanimous.

7. Retention Discussion

A brief discussion regarding retention strategies, methods, and planning occurred. Dr. Jones indicated she would like to have this committee brainstorm ideas and start a dialogue in the Spring.

8. Good of the Order

No report.

9. Adjournment

No further business was discussed and the meeting adjourned at 1:32 p.m. The next meeting has been set for September 12.