

# Enrollment Management Committee Minutes

October 5, 2001

1:30 p.m. in the dome room in Prep Hall.

MEMBERS present were: Scott Chambless (Chair), David Nelson (Secretary), Becky Noah (Director of Enrollment), Joyce Henzel (Applied Technology), Clem Ohman (Health Sciences)

## Old Business

**Introductions:** Informal introductions were exchanged before the start of the meeting.

**Election of Secretary:** David Nelson of Communications and Arts volunteered to hold the position. It was moved and seconded by the present committee members.

**Enrollment Estimates:** Becky Noah, Director of Enrollment, gave encouraging information on RSU enrollment. She expressed that enrollment is up 8.77% to 2,852. FTE is up and total number of hours enrolled is up to 27, 925. Senior enrollment is up from 79 to 195. She also mentioned that on-line classes grew 47% from this same time last year to 629 students.

**Recruitment Efforts:** Becky explained to the committee a new recruiting program that packages a financial aid deal that will help recruit students that are identified as having high ACT scores.

Her recruiting staff has placed great emphasis on Kansas and Arkansas, as well as Tulsa and surrounding community colleges. She expressed that there has been good feedback from those contacted in recent recruiting visits, as well as a recent high school counselor luncheon on the RSU campus.

Clem asked if there could be a way departments could be contacted about special career days on high school campuses. Becky indicated that the recruiting staff is still developing relationships with counselors and suggested that we as faculty should consider contacting the H.S. counselors ourselves. She believes that we (faculty) would be better received by the schools. Becky mentioned that she would furnish a H.S. counselor list to committee members who request it.

Joyce, Scott and David made suggestions on the idea of having a "recruitment day" (e.g. Academic Bowl, Summer Police Academy, and a Mass Communications Day) for their respective programs. Scott suggested that we bring "recruitment ideas" to the next meeting. Becky volunteered her recruiters and other as sources to help with these "recruitment" days.

**Drop Policy and Late Payment:** David and Scott expressed concerns that students and others have brought to their attention about their experiences with RSU enrollment and drop policy. Some students have complained that they were not aware of, or have not been contacted about payment deadlines. Becky suggested that late enrollees, who will not have received a statement by the payment deadline, should, and would be better communicated to about when their payment is due, and also that there is a payment plan available. Becky did give a brief explanation on the State Board of Regents requirements for payment. Becky went on to explain how they work with students who have FA pending.

Clem stated that many of his night students desire for the business office to be open after 5pm, so that they may take care of school business. He suggested "at least once a week" the business department should stay open till 8 or 9pm. Becky explained that there is very little business done at those late hours, which would not be justifiable for keeping personnel late. But they are willing to take and make appointments for individual students who are unable to show up during business hours. It was suggested that we (faculty) express that to our night students.

**Additional ALPHA training for faculty:** Becky stated that training was going on. Scott recommended that faculty be encouraged in operating and learning more about the ALPHA system. He also suggested that school Deans might want to make it a requirement. Becky agreed that if faculty utilized the system well enough that the enrollment process would be easier for both the student and staff.

Joyce suggested an expanded menu on ALPHA for faculty. Becky said that might be an option as soon as administrative assistants get well trained.

## **New Business**

It was suggested that we keep the meeting to one or two main subjects.

**Schedule of next meeting:** Joyce volunteered to create a survey in order to get the feelings of staff and faculty on recruitment. We will meet after the survey results have been gathered and prepared.

The meeting adjourned at 2:35pm.