

Enrollment Management Committee Minutes

August 30, 2002

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

MEMBERS present were: Scott Chambless (Chair), Becky Noah (Director of Enrollment), Joyce Henzel (Applied Technology)

Old Business

Election of Secretary: Webre Leaugeay was volunteered to hold the position. It was moved and seconded by the present committee members.

Recruitment Efforts: Recruiters now have an open line of communication with Cowley County Community College. Other issues involving recruitment were tabled.

Drop Policy and Late Payment: Becky Noah stated that issues involving drop for non-payment have been rectified.

New Business

New Technology: Scott Chambless asked Becky Noah about new technology that could assist in faculty advisement. Becky Noah informed the committee that current data collection is being updated and faculty may have access to "Degree Audit" in the future.

New initiatives-Enrollment Management: Staff is being trained in enrollment management to lend support to the Transcript Clerk. Enrollment Management is focusing on Customer Service and Assessment. Becky Noah informed the committee that there is currently only a one-day turnaround on General Education Check requests.

Schedule of next meeting: All committee members expressed concerns over the lack of faculty input into the enrollment process. It was suggested that Department Heads be requested to solicit input from faculty and present concerns/new ideas to the committee during the next meeting.

The meeting adjourned at 2:45pm.

Enrollment Management Committee Minutes

March 27, 2003

3:00 p.m. in Room 310, Preparatory Hall.

MEMBERS present were: Scott Chambless (Chair), Joyce Henzel (Applied Technology), Karen Hudgens (Director of Success and Retention), Becky Noah (Director of Enrollment Management), Webre Leaugeay (Health Sciences)

Old Business

Faculty and staff were invited to attend the meeting and present concerns/new ideas. One faculty member (Jan Nolen) attended. Joyce Henzel presented a concern of the Marketing Committee that a student might not be able to take all of their courses in sequence to graduate in four years. The recommendation was to publish the semester course offerings in the Bulletin (Fall, Spring, Summer).

New Business

Advisor Assignment and Tracking Process: Karen Hudgens requested an assigned advisor code be added to the registration system. The advisor who signs the enrollment card is currently tracked in the system. The additional code would enable tracking the advisor of record. Karen Hudgens will request the Deans provide electronic advisor assignments to the Office of Enrollment Management.

Karen Hudgens recommended we initiate a Student Focus Group to assess student satisfaction with the advisement process. It was moved and seconded by the present committee members. Scott Chambless and Karen Hudgens will meet with Institutional Research to determine the criteria for the population of the Student Focus Group. They will report their findings to the committee at the April meeting. Tentative date for the group is first week of September.

Scott Chambless requested we approve minutes electronically. The committee agreed, and we will proceed accordingly.

The next meeting is Wednesday, April 16, 2:00 p.m., Preparatory Hall, Dome Room.

The meeting adjourned at 4:10 p.m.

Enrollment Management Committee Minutes

April 16, 2003

2:00 p.m. in the dome room in Prep Hall.

MEMBERS present were: Scott Chambless (Chair), David Nelson (CFA), Becky Noah (Director of Enrollment), Becky Bush (Registrar)

Old Business

Minutes approved electronically. Everyone agreed that that method of approving the minutes was convenient.

It was agreed, with the assistance of the Institutional Research Center, to conduct a focus group in order to get the in-depth responses needed to understand the student's attitudes towards the advisement process. It was also discussed that the focus group themes could help generate specific questions dealing with a future advisement survey.

Minority Enrollment Report: Becky Noah, Director of Enrollment, gave encouraging information in regards to RSU minority recruitment. Minority enrollment has increased from 712 (fall 2000) to 963 (fall 2002), most significantly in the area of Native American students. She recognized the hard work of RSU recruiters Lindsey Fields and Carrie Hughes in their recruitment of minorities.

The data dealing with minority recruitment was several pages long; therefore Scott requested that the members receive a copy of Noah's report, which was agreed upon.

New Business

Schedule of next meeting: Scott suggested that we meet in early August to discuss the focus group idea in more detail and to decide when in September to conduct the focus group.

The meeting adjourned at 2:45pm.