

Enrollment Management Committee Minutes

September 11, 2003

4:00 p.m. in Prep Hall 202A.

MEMBERS present were: Scott Chambless (Chair), David Nelson (Newly elected Chair), Becky Noah (Director, Enrollment Management), Karen Hudgens (Director, Student Success and Retention)

First Item of Business

Election of Chair: David Nelson agreed to be nominated to serve as chair of the Enrollment Management Committee. He was elected by acclamation.

Election of Secretary: It was agreed that this would be a rotating assignment among committee members. Karen Hudgens agreed to serve as secretary for this meeting.

Old Business

Student Focus Group: Wanda Baker was contacted last Spring and agreed to select and conduct a focus group to evaluate the RSU advising process. Plans include random selection of a small group (7-10 members). It will be the responsibility of the committee to decide on the issues the focus group should address.

Committee members discussed the following issues to be addressed by the focus group: 1) identification of advisor; 2) knowledge of advisor about specific degree plans, communication between advisor and student; 3) student's expectation of advisor availability; 4) overall satisfaction with the advisement process. The focus group is targeted for the Spring 2004 semester.

New Business

Becky Noah reported that 3421 students are enrolled at RSU for Fall 2003. This is a 4% increase from Fall 2002 and does not include all of the Vo-Tech Co-op enrollments. She described the drop for non-payment procedure and stated that she has requested the establishment of a \$50 reinstatement fee.

The Committee discussed future initiatives. These ranged from determining the procedure to disband the committee to evaluating and updating of the Enrollment Management Plan that was written in the Fall 1999 semester.

The meeting adjourned at 4:45 p.m.

Enrollment Management Committee Meeting Minutes

January 22, 2004

3:00 p.m. in Markham Hall 104

Members Present: David Nelson, Claudia Glass, Becky Noah, Barbara Hannah, Karen Hudgens

Old Business

The committee resumed discussion of the implementation of a student focus group to evaluate the enrollment process. The consensus of the group is that the advisement process become the primary focus of the evaluation. Claudia Glass suggested that students in the committee members' classes be polled to determine some of the questions to be addressed in the evaluation. David Nelson suggested that the evaluation tool might be more effective as a survey rather than a focus group. All agreed that the evaluation should be completed as soon as possible. A meeting will be scheduled with Wanda Baker, Institutional Research and Planning, during the next two to three weeks to address the process and make sure that this survey will not be a duplication of efforts.

New Business

Becky Noah provided an update on the progress toward online enrollment for all students. She reported that RSU is currently moving in that direction and continues to address security concerns.

Karen Hudgens suggested that the committee consider updating the Enrollment Management Plan written approximately four years ago. She agreed to make copies of this plan for distribution to committee members.

Adjournment: The meeting adjourned at 4:15 p.m. David Nelson will contact members when a meeting can be scheduled with Wanda Baker. Thursday afternoon appears to be the best meeting time for all to attend.

Enrollment Management Committee Meeting Minutes

February 12, 2004

4:00 p.m. in Markham Hall 104

Members Present: David Nelson, Claudia Glass, Becky Noah, Barbara Hannah, Karen Hudgens, Leaugeay Webre, Scott Chambless and Wanda Baker

Old Business

The committee resumed discussion of the implementation of a student focus group to evaluate the enrollment process. The consensus of the group in the last meeting was that the advisement process become the primary focus of the evaluation. Wanda Baker of Institutional Research visited with the committee and discussed possible angles in approaching the survey method. Claudia Glass shared with the committee a student survey she conducted with her students in regards to their likes and dislikes of the advisement process.

After much discussion, Wanda Baker and the committee decided that the categories discussed as a committee and current institutional data may be helpful in generating and assisting the committee in designing a survey.

Wanda Baker agreed to send each member the results of a "student opinion" survey to help with the process.

The committee agreed to use the data; Glass' results and each member's opinions to began working on a survey. Wanda Baker agreed that she would help clean it up once the committee drafted a survey.

It was agreed that the survey be administered during the peak enrollment time of early April. Each student will be instructed to return the survey to the Enrollment office.

The Deans will be contacted to help persuade faculty in assisting in the administering of the survey.

A potential focus group will be planned in the fall or spring of 2004-2005.

Adjournment: David Nelson will contact members with possible assignments and request feedback for areas to be covered in the survey. A future meeting will only be requested if Nelson believes there is a need to do so. He adjourned the meeting at 4:45pm.