

Enrollment Management Committee Minutes

April 21, 2005

Opening: Kimberly Graham, Co-Chair, called the regular meeting of the Enrollment Management to order at 0830 on December 3, 2004 in RSU Coffee Bar.

Present: Kimberly Graham (Health Science, Nursing), Chip Rogers (Communications & Fine Arts, English), Karen Hudgens (Student Success, Director), Diana Clayton (Social & Behavior Sciences, Criminal Justice), Mark Pranger (Business & Technology, Applied Technology), and Becky Noah (Enrollment Management, Director)

Approval of Agenda: The agenda was unanimously approved as verbally discussed by the group.

Approval of Minutes: The minutes of the previous meeting were not available for approval. General notes from the previous meeting were used in lieu of formal minutes.

Old Business

Ms. Wanda Baker was not present in order to discuss the Student Satisfaction Survey results. In discussion, the survey is going through a revision at this time.

Enrollment Management Plan, published in 1999, goals were completed.

Seeking a new focus assignment for the Enrollment Management Committee:

- Revision of the Initiatives to Increase Student Retention needs revision last plan dated November 15, 2001 discussed in previous meeting. There was no agreement at that time to accept a new focus for group, pending discussion with Ms. Wanda Baker about results of the Student Satisfaction Survey results.

New Business

Discussion started on new focus assignment for the committee. Topics included:

1. University going to a Web based access system. Potential needs:
 - a. Student advisement
 - i. Students requiring remediation
 - ii. Students on probation status
 - b. Student retention
 - c. Degree Checks
2. Setting up a meeting with Dr. Boyd for discussion on:
 - a. The need for possible focus groups to discover plans to meet university and student needs with the implementation of the new Web based access system.
 - b. The need for a new plan/focus for the Enrollment Management Committee based upon our mission statement, written in Fall 1999.
3. It was brought to the committee's attention that the mission statement for the committee and the charge set up by the Faculty Senate do not correlate. Chip Rogers agreed to meet with Mr. Ford, the chair of the Faculty Senate, in regards to the committee's charge and report the findings at our next meeting.
4. Discussion on the proposals requested by the Health Science Department
 - a. Changing current enrollment procedure to allow students, who are closer to meeting their graduation requirements, precedence on enrollment in courses over general students. Becky Noah to address this issue:
 - i. 889 students with greater or equal to 30 hours which are in an Associate degree program, the average of 107 are actually degree seeking

- ii. 357 students with greater or equal to 90 hours which are in a Bachelors degree program, the average of 40 are actually degree seeking
- iii. Therefore, it is hard to actually determine based on number of credit hours who should get precedence on course enrollment.
- iv. Web based access system plan should be able to address these issues
- b. Having Enrollment Management handle the process of sending out letters to students approaching graduation on completing their degree checks. Becky Noah to address this issue:
 - i. Enrollment Management had done so in the past, but letters were being sent out to students that were not truly ready to complete degree checks causing alarm to those students.
 - ii. The plan is that the new Web based access system will be able to address that need.

Agenda for Next Meeting

1. Approval of the meeting agenda.
2. Review the minutes from the previous two meetings for approval.
3. Discussion with Dr. Boyd on the committee's next focus assignment
4. Discussion on any new business
 - o Elect a secretary
 - o Revise mission statement

Adjournment: Kimberly Graham adjourned meeting at 0930 after a motion made by Chip Rogers and second by Becky Noah. The next general meeting will be scheduled based on the availability of Dr. Boyd

Minutes submitted by: Kimberly Graham, Co-Chair

Approved by: Entire Committee

Enrollment Management Committee Meeting Minutes

December 16, 2004

Opening: Co-Chair Kimberly Graham called the meeting of the Enrollment Management Committee to order at 2:00 p.m. on December 16, 2004 in Health Sciences 138.

Present: Richard Boyd (University Vice President), Bryce Brimer, Co-Chair (Communications & Fine Arts, Art), Kimberly Graham, Co-Chair (Health Science, Nursing), Becky Bush (Enrollment Management), Diana Clayton (Social & Behavioral Sciences, Criminal Justice), Claudia Glass (Mathematics and Sciences), Karen Hudgens (Student Success), Becky Noah (Enrollment Management), Chip Rogers (Communications & Fine Arts, English)

Approval of Agenda

Today's agenda was unanimously agreed upon in the December 3rd meeting: our sole concentration in today's meeting was to receive input from Dr. Boyd on the direction the committee should take in the immediate future, since the major objectives of the committee in previous years had all been essentially accomplished or were nearing completion without further action necessary on the part of the committee.

Approval of Minutes

The committee unanimously approved the minutes from the previous meeting. Dr. Boyd noted that the committee was unusually diligent in reading these minutes so carefully. All attendees chuckled in agreement.

Open Issues

The majority of the meeting consisted of Dr. Boyd leading the committee carefully through the pertinent portions of a December 7th Noel-Levitz presentation, "Observations on the State of Enrollment Management in Oklahoma." The Power Point slides for this presentation, provided by Dr. Boyd, are attached.

Among the highlights of Dr. Boyd's presentation were:

- Explanation of Oklahoma's Brain Gain 2010 goals and an outline of methods and mechanisms for achieving these goals.
- A review of recent and projected numbers in statewide high school graduates; college inquiries, applicants, and matriculants; recent progress toward Brain Gain goals; and statewide collegiate first-to-second-year persistence and graduation rates.
- Survey and focus group findings relating to attention to Brain Gain goals and enrollment planning, with particular emphasis on retention.

Dr. Boyd also shared with the committee results from the RSU 2003-2004 Student Satisfaction Survey, with specific discussion of areas of greatest satisfaction and dissatisfaction (also attached).

In concluding his presentation, Dr. Boyd suggested that the most important focus of the committee's work for this academic year and the next should be on retention. He said that one of the greatest problems with our retention efforts currently is that we have little or no data on the groups of students who elect not to return to RSU from one year to the next and suggested that our primary aims in the next two years should be 1) the collection of data from non-returning students to discover trends in why we are losing them, and 2) the formulation of strategies to improve retention rates and the development of an annual retention plan.

Following some discussion of the various groups of students whose reasons for leaving RSU before graduating we do understand through anecdotal knowledge, Dr. Boyd departed at 3:45.

The committee expressed enthusiasm in pursuing this agenda of focusing narrowly on the matter of student retention, with the particular aim of reaching the large middle group between those we are most likely to retain with little additional effort and those we are likely to lose from circumstances beyond our control. There was some discussion of what sorts of information we have access to already regarding students who elect not to return and also of what sorts of information we might obtain through focus groups, as opposed to exit surveys students are sometimes resistant to completing.

New Business

The sole piece of new business was the call for a secretary to record the minutes of committee proceedings, which Chip Rogers accepted.

Agenda for Next Meeting

At our next meeting the faculty members on the committee will share ideas on what sorts of questions we would like answered in the pursuit of data on which student populations are leaving RSU before graduating and why. We will continue preliminary discussion of vehicles for obtaining this data to be shared with the full committee at a meeting in early February. This faculty-only next meeting will be at 10:00 a.m. on January 6th, 2005 in the RSU Coffee Shop (Stratton Taylor Library).

Adjournment: Meeting was adjourned at 4:15 p.m. by Co-Chair Kimberly Graham.

Minutes submitted by Chip Rogers, Communications and Fine Arts

Enrollment Management Committee Meeting Minutes

January 6, 2005

Opening: Co-Chair Bryce Brimer called the meeting of the Enrollment Management Committee to order at 10:05 a.m. on January 6, 2005 in the Stratton Taylor Coffee Shop.

Present: Bryce Brimer, Co-Chair (Communications & Fine Arts, Art), Kimberly Graham, Co-Chair (Health Science, Nursing), Claudia Glass (Mathematics and Sciences), Mark Pranger (Business & Technology, Applied Technology), Chip Rogers (Communications & Fine Arts, English)

Approval of Minutes

The members present unanimously approved the minutes from the previous meeting.

Old Business

Kimberly Graham reported that she has been unable to find the committee's mission statement on the RSU web site—we are planning to update or rewrite this mission statement. She plans to renew her efforts and consult others more familiar with the RSU site.

New Business

Claudia Glass distributed copies of a student survey from Indiana State Southeast University and a Miami Valley SERRC study report to open the discussion of what information we need to collect in our assessment of student retention at RSU.

The members present reiterated our last meeting's conclusion that we need demographic information about the student population attending RSU and also about those who decide not to return to the school from year to year until they have completed degree programs. We recalled that much of this information is probably already collected by Wanda Baker—Bryce Brimer agreed to contact Wanda Baker to discover how we might obtain the pertinent demographic information she has in hand.

We agreed that the committee should review the current RSU exit survey to see what tweaking may be in order. Kimberly Graham volunteered to meet with committee members Becky Noah, Becky Bush, and/or Karen Hudgens to obtain copies of the existing survey for distribution to the full committee.

We agreed on the desirability of tracking the career paths of students two years after they leave RSU.

Among the specific items we believe we should track for students RSU is not retaining are:

- marital status
- whether students live with their parents or on their own
- whether they are "true freshmen" or non-traditional students
- how many have children
- how many work full-time
- how many receive financial aid
- how many transferred from other schools or are transferring away from RSU
- how many are not attending any school after leaving RSU
- how well these students felt prepared for college-level work by their secondary education
- whether specific services not provided by RSU played a role in their decision not to return
- essentially, whether any aspect of RSU is the cause for the failure to return (and if so, which?), or whether circumstances not related to the university are responsible.

To reiterate this last item particularly, we are most of all interested in what about RSU can be changed to encourage greater retention.

Bryce Brimer and Kimberly Graham indicated that they would try to share their findings with the full committee (possibly through email) after meeting with Wanda Baker (Bryce) and the enrollment management and student success members not present today (Kimberly).

Agenda for Next Meeting

At our next meeting the full committee will discuss further what sorts of questions we would like answered in the pursuit of data on which student populations are leaving RSU before graduating and why—better armed with the demographic information Bryce Brimer and Kimberly Graham will obtain in the meantime. Chip Rogers agreed to contact the remainder of the committee members to discover whether our next meeting might take place at 4:00 p.m. on Wednesday, February 23rd.

Adjournment: Meeting was adjourned at 10:45 a.m. by Co-Chair Bryce Brimer.

Minutes submitted by Chip Rogers, Communications and Fine Arts.