



Enrollment Management Planning  
July 23, 2008  
AD 207

Attendance: Randy Anderson, Kathleen Burke-Kelly, Jeanne Dunphy, Daryl Kinney,  
Mitchell Polin, Maria Reisch, Ken Sherwood, Kalynda Webber  
Absent: John Freitas, Will Marmolejo, Myra Siegel, Rebecca Tillberg, Andrew Walzer  
Meeting convened: 1:45 PM

Minutes from the July 10 meeting were reviewed.

The questions generated for the meeting with the president were reviewed and many were answered in terms of the class schedule, the catalog, and the location of the faculty positions in Counseling and the Library, all of which are in and will remain in Academic Affairs.

In terms of the class schedule, the academic affairs dean responsible for schedule production will develop a timeline with stated deadlines for each aspect of production; this timeline will be widely distributed and the dean will be responsible for ensuring that the deadlines are met. The dean is also responsible for coordinating the “wrap” – getting the various pieces out to the departments and programs involved and getting the corrected versions back in time to meet the deadlines. Course information comes directly from Protocol, and the graphic designer responsible for layout should make no changes whatsoever in content. The marketing office is not involved in the production of the class schedule.

In terms of the catalog, the academic affairs dean responsible for the catalog develops the timeline and enforces the deadlines. Academic Affairs is responsible for entering information into the catalog and ensuring its accuracy. The marketing office is not involved in the production of the catalog.

Counseling and Library faculty positions are part of the academic affairs/EPC position Prioritization process.

Only the marketing questions remain to be clarified with the president.

The format of the Enrollment Management Plan was discussed and changes were suggested. The EMaP will be the implementation plan for the aspects of the Educational Master Plan that directly impact enrollment. With that in mind, sections of the Ed Plan were assigned to individuals who will go through those sections to identify those goals and will send that information to Daryl by July 31 so that she can synthesize it into a format for the committee to work with at its next meeting, Thursday, August 7 at 1:30 in the PCR.

Those assignments are:

- Goal 1: Randy Anderson
- Goal 2: Kalynda Webber
- Goal 3: Merrill Eastcott
- Goal 4: Daryl Kinney
- Goal 5: Daryl Kinney
- Goal 6: Jeanne Dunphy; Ken Sherwood
- Goal 7: Kathleen Burke-Kelly
- Goal 8: Maria Reisch

Committee members who were absent should contact one of the above individuals to assist with the task; Goal 3 is particularly long and has many aspects that could be divided to share the workload.

Meeting adjourned: 3:00 PM