1. **Approval of minutes from 12/4/12 meeting**
   All approved.

2. **Opening Remarks**

   Marc provided a table showing the FGCU tuition costs for instate and out-of-state and how we compare to the other SUS. For O/S tuition we are second highest in the state and for grads we are the highest. In addition the table shows the decline in O/S undergrads over the past few years. Marc indicated that he is working with VP Magiera to see how best to lower our O/S tuition with a possible goal of maintaining our tuition around the state average.

   Marc also provided a brief update on spring admissions, stating that we are very close to meeting the FTIC and transfer new student numbers but that the overall headcount will probably be lower than expected.
3. **Retention Sub Group**

Meeting Notes: December 19, 2012

Attendance: Donna Henry (chair), Andy Cinoman, Paul Thornton.

Stacy Parker will assume responsibility as Chair of the Retention Sub-committee in January 2013.

The Committee discussed several initiatives identified at the George Kuh persistence workshop. The following activities are recommended to the ERMC to be planned for spring 2013:

- **Faculty and Staff Workshops to focus on Student Success**
  - Provide in-service brown bags with colleges/departments/offices
  - Invite specific faculty and staff to lead a discussion on initiatives in academic affairs, students affairs and administrative services that support student retention
  - Schedule 3 events over spring 2013, invite all faculty and staff – serve coffee and soft drinks

- **Develop a post-orientation, pre-semester program to build on topics introduced at EVO while acculturating students to FGCU.**
  - Andy Cinoman is working on a proposal for this program to pilot in fall 2013

- **Develop a college transition course program to provide much needed mentoring to FTIC students in their first semester**
  - Andy Cinoman is working with Jim Wohlpert, Dean of Undergraduates students to develop and SLS course in collaboration with faculty.
  - The course will be piloted in fall 2013.

- **New Faculty Orientation**
  - Andy will reach out to Linda Serro about the possibility of speaking to new faculty at a spring orientation event.

The Retention Subcommittee will meet next on January 16, 2013 at 9:00 am. Future meetings will take place on the 3rd Wednesday of each month, as follows; February 20, March 20, and April 17.
4. **Enrollment Management Sub Group**

Marc shared the template for the PBC report which is due the 1\textsuperscript{st} of March. The sub group next meets the week of 21 Jan. Report format will be as follows:

\textit{Report to the PBC on Enrollment Management Issues}

\textit{Report is due March 1\textsuperscript{st}.}

\textbf{Background and Charge}

Provost Toll requested that three of the PBC sub committees, ERMC, Budget and SFC, examine issues relating to enrollment growth and management. The targeted projection for total headcount in the fall of 2013 has been set at 14,175. This will represent a 5.2\% increase over the fall of 2012. In order to make an informed decision over what the enrollment targets should be for 2014 and 2015 a number of areas need to be examined.

1) **Physical Capacity:**

A Impact on average section size. In fall of 2012 average section size was 34, which will probably go to 35 in the fall of 2013. Examine the impact of an average section size of 35 and then forecast what an average of 36 and 38 would look like.

B Examine the actual inventory of classrooms to determine limitations on use due to size and/or function. Determine what our capacity is now and where we have excess capacity if at all.

C Examine class scheduling to look at current efficiency and where we might make adjustments to allow for more capacity. Are we making the best use of Friday’s and Saturdays? How can we incorporate more Friday classes?

D Based on all of the above, what total headcount number is feasible and how would that number be divided between U/G and Graduate.

2) **Budget:**

A Based on the total headcount numbers derived from the physical capacity, what will our budget look like? Assuming no tuition increase and tuition increases of (______) and (______) percent. Need an assumption on state funds, other budget impacts.
2) Enrollment Management:
   A Given our recent trend of slowing enrollment growth how can we best optimize our incoming new student cohorts to maximize student outcomes in terms of retention and graduation rates.

Report

The report should be brief with supporting documents listed in the appendix. Probably the best format is to follow the charge as described above, starting with the physical capacity issues.

1) Physical Capacity:
   A Use excel spreadsheet or R25 report to show actual inventory of classrooms, labs, computer labs, demonstration rooms and any other space used for academic instruction. Indicate those restricted to specific colleges and/or programs.

   B Use excel spreadsheet on section size and extrapolate for average section sizes of 35, 36 and 38. Discuss program areas where increasing section sizes may be possible with little impact and conversely program areas that already have high averages and further increases would have negative impacts.

   C Use R25 scheduling reports and discuss capacity issues including what our capacity is now without any changes. Outline non-negotiable use of space such as maintenance & class break time that prevents 100% utilization to determine FGCU’s maximum utilization target. Determine when specific types of space meet are maxed out.

   D Scheduling issues: Look at M/W/F scheduled classes, examine Saturday classes, is there another way besides M/W/F classes to make better use of Fridays.

   Are there non-classroom inventories that can be used for special types of classes like hybrids. – provide an estimate of how much more capacity can be realized given some of these actions.

   Outline possible procedural changes that would make scheduling changes possible.

   Demonstrate how change in Orientation would impact classroom availability in the summer.
E Break down the total headcount projections by level, college and major if practical.

F Enrollment numbers versus enrollment capacity compared to Enrollment numbers versus seat capacity.

2) Budget:

A - look at the budget implications for the stated headcount projections in D above

2) Enrollment Management:

A - look at our most recent fall cohort to see what implications there are for raising admission standards and/or using a more targeted marketing approach to reach better prepared and more motivated students. Look at capacity at the FTIC and transfer levels.

5. **Degree Completion Presentation**

Paul provided an overview of the initiative to establish a degree completion program for non-traditional students. An implementation team has been formed and the goal is to start the program as early as this fall but more than likely it will be spring of 2014.

Meeting adjourned at 3:15.

**Next scheduled meeting will be 2/5/13 at 9:00am in AB5-210**