ERMC Meeting Notes

MEETING DATE: 11/1/11

Meeting began at 9:00am

1. **REVIEW OF MINUTES FROM 10/11/11 MEETING**

   No comments or changes, therefore, minutes approved as distributed.

2. **REPORTS:**

   **a) Retention Survey:** Susan advised that the form is now being used by the Registrar’s office. “Stop Out” Survey; Michelle advised that it is in its final stages and has been sent to Student Voice for set up. Stop Out list will be provided by the Registrar’s office. Will consider sending to both eagle email and other email address in the hopes of getting the widest possible returns.
b) Retention Workshop: The proposal for the Retention Workshop was approved by the PBC Co-chairs with an $8,000 budget. The SUB Ballroom has been reserved for March 16th, 2012. Additional rooms will be booked if required for concurrent sessions. General discussion followed on the program. The subcommittee will meet to fine tune. CarolAnn will keep all advised as to when the subcommittee meets (all are welcome to attend).

Points of discussion centered on:

- Program will run from 8:00 to 4PM
- Light Breakfast will be served at 8
- Keynote speaker at 8:45
- ERMC will present a “retention at FGCU” highlighting factual information and data on retention.
- Remainder of the workshop to include concurrent sessions (pre-designated topics), working round table discussion (assigned seats, moderators and focused questions), breakout sessions for focus groups and finally a wrap up general session where focus groups will present action plans and or ideas for the future.

Action Items:

- Marc will invite President to open the workshop and Provost Toll for the final remarks.
- All members are to email Michele suggestions for topics. Topics could be for inclusion in concurrent sessions or questions for roundtable discussions.
- ERMC will meet again in two weeks.
- Target date is Dec 1 to finalize program.
- Identification and invitation to keynote speaker has to be completed quickly.

c) Meeting with Dr. Toll and Steve Magiera:

Donna and Marc met with Dr. Toll and Steve Magiera to discuss the completion of the Enrollment Management structure review and the Provost’s desire for the committee to work on an enrollment management plan. Since there are no immediate plans to make any cross division changes, the committee was asked to table the results of our survey for the time being. Marc received clarification from the Provost on what he had in mind for an enrollment management plan. Marc will work on a template to examine the top 15 U/G majors by headcount, with a goal of fully understanding capacity issues, challenges and potential for growth.

**ACTION:** Marc will lead this effort and will seek 2-3 individuals to help with the project. Due date mid to late spring 2012.
3. **APPLICATION/ADMISSION/ENROLLMENT TARGETS FOR 2012**
   Marc handed out a spreadsheet outlining the 2012 targets for applications, admits and enrolled students. President Bradshaw stated that he wants the student population to grow by 1,000 students per year. Brian asked if we have seen an increase of transfers from Edison. Marc stated that we have seen an increase; especially LL transfers and we expect an increase in transfers as well from State College of Florida because of our advisor position there.

4. **EFFECTIVE LEARNING COURSE UPDATE**
   Stacey handed out a memo dated 11/1/11 outlining the update to offer Effective Learning Courses for at risk students in the spring term. See memorandum for additional details.

5. **NEW BUSINESS**
   Greg handed out information on Graduate Studies enrollment, demographics data and history information on applications, admissions and enrollment. Discussion ensued on the data presented.

Meeting adjourned at 10:35am. **Next regular scheduled meeting will be on December 6, 2011 in AB5-210 from 9:00 to 10:30am.**