Meeting began at 3:05 pm

1. **Review of minutes from 11/4/09 meeting**
   No comments or changes on the meeting notes, minutes approved as distributed.

2. **REPORTS:**
   a) **Enrollment Growth Impact**
      Marc advised that they were not able to review the enrollment growth report at the last PBC meeting. Marc will present the report to the PBC tomorrow. There was concern raised over the fact that this report is being generated by this committee only and not campus wide. Marc stated that everything that is contained in this report would also be included in each department’s annual report, so there should be no surprises. Once PBC reviews report, it may be that they will want to do something similar campus wide.
b) **Retention Reports Sub-Group**

Bob had distributed the fall 2009 retention report to the group via email. CarolAnn indicated that since the report was just released, her group would meet to review. Debra indicated that a similar report for Graduate Students would be very useful.

CarolAnn handed out a folder which contained information about CAA activities and provided a brief overview of efforts to reach out to scholarship and bright futures recipients in order to help those that may be in danger of losing their scholarship.

**ACTION:** All members of the ERMC are to review the retention report and bring forth any comments at the next meeting. The retention subgroup will provide a summary for the PBC.

c) **Transcript Report**

Susan provided a copy of the online transcript request form and the survey questions that can be added. After reviewing the form, the group suggested that more option boxes be added to the “reason for transcript request” section. Some suggestions for additional options: certification, transfer, jobs, post-graduate. Susan will find out how many additional options she can add and let the group know at the next meeting.

d) **Scholarship Review**

Nothing to report.

e) **Admission Update**

Marc advised that we expect approximately 10,580 students enrolled for spring 2010, which is right where we should be. New FTIC students are lower than expected; however, transfer students are higher.

We are down on applications for summer/fall FTIC. FTIC are running about 3% behind last year and transfer students 21% down. If these numbers stay consistent, we may still be able to reach our FTIC targeted enrollment if we have no need to use a waitlist and with the plans for additional housing. Both should increase our FTIC yield. Transfer numbers are another issue; however, it is still quite early to accurately forecast this population.

A general discussion ensued on the effects on other SUS institutions like UF and FSU cutting FTIC intake and the addition of Bachelor’s degrees at Edison. Edison will
affect our Education majors at the upper level and we have already noticed a drop in admissions. We could benefit from other SUS curtailing FTIC as students opt for their 2nd and 3rd choices.

A discussion followed on some strategies that might be needed to ensure our continued growth. Reaching out to more non-traditional students is one worth looking into. This will be added to our next agenda for further discussion.

New Business:

a) **FTIC and LL Major Tracking.** Reviewed copies of handout that shows new FTIC and LL students entering in the 2008 and 2009 summer/fall terms. List is by major and can be used to predict future enrollment by major for a given cohort size. Marc has asked Marissa to distribute a copy to the rest of the colleges.

b) **New Scholarship Programs:** Marc advised the group of some new scholarships that have been approved and that we will be able to offer our higher achieving students. They are:
   - National Merit Scholarship
   - National Achievement Scholarship
   - Hispanic Scholarship
   - Presidents Gold Scholarship

All awards will provide full tuition; $2,000/year; $500/year for books and $1,000 for being in the honors program. The National Merit; National Achievement and the Hispanic scholarship are offered to those students who are finalists in the program. The requirements for the President’s Gold Scholarship are: 3.9 GPA; 1850 SAT or 28 ACT. We now can be competitive with other SUS for these top students.

Meeting adjourned at 4:15 pm
Next Meeting will be on January 6, 2010 in AB5-210 from 3:00pm to 4:30pm.