Meeting began at 3:35 pm

1. **Review of minutes from 12/2/09 meeting**
   No comments or changes on the meeting notes, minutes approved as distributed.

2. **Academic Standing/Fall Results**
   Due to the fact that CarolAnn needed to get back to her office, she was allowed to present her report first. CarolAnn handed out the academic standing report as of September 2009. She advised that the report will be updated as soon as the all enrolled students report comes out for Spring 2010 and further information will be provided at the next meeting.

   **ACTION:** Marc and Susan will work together to produce a side by side comparison of the data for the last four years.
3. **REPORTS:**
   a) **Retention Reports-Sub Group**
   CarolAnn advised there was nothing to report. Marc requested that the sub group meet prior to the next meeting of the ERMC.

   b) **Enrollment Growth Impact**
   Marc advised that the report was presented to the PBC. They have requested that we obtain information for the units/departments not included in the report and update the report accordingly and re-submit it to the PBC.

   **ACTION:** All members of the ERMC are to review the report and submit your recommendations as to which units/departments to approach and include in the revised report. Marc asked that all suggestions be submitted to him by the middle of next week (i.e. January 20).

c) **Transcript Report**
Marc referred to the questionnaires which were recently submitted by Michelle (and posted on ANGEL). He asked that each member review the questionnaires and either highlight or cut and paste those questions which you like and would like to see included in the final questionnaire. Marc asked that each member respond directly to Michelle with their comments.

4. **New Task from the PBC**
Donna provided information on the latest report request form the PBC. The details are listed below. The information provided will be included in the strategic planning process. The deadlines which have been established are: first draft to the PBC by the end of February and the final draft will be due to the PBC by the end of March. For the ERMC, we will be required to submit a report which is to include the following information:

   i. Produce an enrollment plan for each year of the strategic plan that: 1) matches the plan we have submitted to the BOG 2) breaks that enrollment down proportionally by academic unit 3) describes efforts to be made to increase minority enrollment, student retention, non-traditional enrollment etc.
and 4) describes university impacts of the projected enrollment growth.

A discussion ensued as to how best to gather the information and get input for this report. The College Deans will have to provide input for the five year enrollment plan and as it happens they are meeting for a retreat at the end of next week.

As a start the following will take place:

**ACTION:**
- Bob Vines will add the fall 2009 FTE breakdown by level and college to the five year enrollment projection. This information will be sent to the Dean’s for their review and input. Once we receive their input we can then look at other factors such as new student enrollment, new programs etc that should be taken into consideration.
- The ERMC will meet weekly in February
- Marc will gather input from the rest of the campus for the impact report.
- Tasks will be delegated for work on improvements to retention, diversity enrollment, no-traditional student enrollment and marketing and recruitment efforts to achieve the enrollment goals.

Meeting adjourned at 4:35 pm
Next Meeting will be on February 3, 2010 in AB5-210 from 3:00pm to 4:30pm.