ERMC Meeting Notes

MEETING DATE: 10/7/09

MEMBER NAME | PRESENT | ABSENT
---|---|---
Byars, Susan | X | 
Duck, Monette | X | 
Laviolette, Marc | X | 
Lopez, Jorge | | X
Ouversion, Marisa | X | 
Popovich, CarolAnn | X | 
Price Henry, Dr. Donna | | X
Savarese, Dr. Michael | Debra Haring Attended | 
Seals-Gonzales, Cheryl | | X
Vines, Dr. Robert | X | 
Vazquez, David | X | 
Yovanovich, Michelle | X | 

Meeting began at 3:05 pm

1. **Review of minutes from 9/2/09 meeting**
   No comments on the meeting notes, minutes approved.

2. **REPORTS:**
   a) **Enrollment Growth Impact**
      Marc briefly reviewed the enrollment growth impact information and listed those members who have not yet responded. CarolAnn submitted additional information at the meeting. Since we have not yet received all responses, we are not ready to submit the information to the PBC.

      ➢ **ACTION:** The following need to submit their responses to Marc as soon as possible: College of Education; Registrar’s office and Financial Aid.

   b) **Retention Reports Sub-Group**
      CarolAnn advised that the Institutional Research Retention report should be available shortly. She also distributed information about a NACADA Retention Seminar taking place on February 11-12, 2009 in Clearwater Beach, FL and wanted
to know if other departments were interested in attending. A discussion ensued as to the benefits of the seminar and institutional NACADA membership.

c) Transcript Report
Susan distributed her transcript report which lists outgoing transcripts for spring 2009. A review of the information showed that the highest numbers of outgoing transcripts were sent to: Edison; FSU; UCF and USF. Susan stated that the information had to be prepared manually because of the way that the request forms are/were completed and stated that she believes the information is for undergraduate students only. Additional information about the student requesting transcript could be available once institution codes were updated in banner which would allow for a more comprehensive report. The committee discussed the possibility of adding a questionnaire or survey at the time of the transcript request to obtain additional information such as why the student is requesting an official transcript.

➢ **ACTION:** Susan and Michelle are going to look into implementing an automatic survey form, so that when students request a transcript they will automatically be directed to the survey and asked to complete several questions which will allow us to track the information better and produce detailed reports.

**New Business:**

3. **Admission snapshot:**
Marc distributed an admission snapshot report that he produced for information as of September 2009. He cautioned that this information is for internal use only. If you need confirmation of numbers, you will have to contact the individual departments for detailed data or Institutional Research for official University numbers. Marc will post this snapshot report on ANGEL. Marc also advised the group that BOG have submitted a request to amend the minimum required GPA and test scores for admission of FTIC to the SUS. If approved these will take effect in 2011.

➢ **Action:** Marc will research our incoming FTIC cohort to determine possible impact of the change in admission standards.

4. **Strategic Planning Process**
Marc discussed the questionnaire that was recently sent out via email and had hoped that all committee members had taken the time to participate. Marc strongly suggested that everyone keep up-to-date with what is going on with this committee as it could directly impact the ERMC. Additionally the development of a Strategic Enrollment Plan will mirror the development of the Master Strategic Plan.

5. **Step Ahead Program**
Step Ahead continues on as a pilot program. It is the only summer admit program we have for at risk students and had great success this past summer. It is resource intensive and thus we will need the resources and the people to run it. Up to now those offices involved have contributed to the program with no additional resource allocation. For this program to continue specific resources need to be allocated and a firm commitment given that stretches beyond the next year. All agreed on the importance of having such a program.

6. **Student Support Services:**
Michelle stated that they are re-writing the SSS Grant and that they are going to submit a STEM grant proposal at the same time. She will also to post some retention data from SSS on ANGEL.

Meeting adjourned at 4:15 pm
Next Meeting will be on November 4, 2009 in AB5-210 from 3:00pm to 4:30pm.