Meeting began at 3:15 pm

1. **Review of minutes from May 19 meeting**
   Cheryl had some corrections to the minutes, which Marc took note of. Marc reiterated the fact that he will circulate the minutes to the group via ANGEL and that they will have an opportunity to make changes by a certain deadline (which he will establish when circulating the minutes). If there are no comments and/or corrections suggested prior to the deadline, the minutes will be considered final and will be posted to the Provost’s website.

2. **REPORTS:**
   a) **Enrollment Growth Impact**
   Marc went around the table and asked each member to share what they have determined to be the impact on their respective department with respect to the five
year enrollment projections. Marc asked that each member send him a bullet point report summarizing what they feel to be the top concerns, which we can then compile in a report to the PBC. As an example, Marc stated that for admissions, we will require additional resources with respect to electronic transcripts; optical imaging and a contact management software package. Consequently, if Admissions is able to obtain these resources, additional staff will not be required to handle the increase in enrollment.

- **ACTION:** Marc advised the group that he wants to present our report to the PBC by 10/1/09 and, therefore, asked the group to submit their reports to him as soon as possible. Comments need not be restricted to members of the ERMC. Other areas can be contacted for input. For example Marisa can gain input from the ACC that would encompass all college advising.

b) **Scholarship Review**
Jorge handed out a chart that he prepared on information relating to Foundation Scholarships which compares the number of applications received versus the number of scholarships awarded for the various race/ethnicity groups. A discussion ensued and it was decided to also add in the total number of applicants.

- **ACTION:** Marc will add a column showing total number of applicants and Cheryl will look at the information and conduct an “Adverse Impact Analysis”. All reports will be posted on ANGEL.

3. **PBC Report:**
Marc attended the meeting (on behalf of Donna) on 6/26/09. He stated that Joe Sheppard gave a report on the budget and its impact on the University. They also discussed the proposed “Tech Fee” and what it will be used for. The Campus Master Plan will be updated this year. They are going to add an additional committee to the PBC, which will bring the total to six committees. The new committee will be the “Environmental Sustainability Committee.”

4. **Projection of Enrollment by Major**
Marc handed out a report he ran on enrollment numbers by major based on FTIC and LL students only. The group reviewed the report and a discussion ensued on how these figures could help each department project increase in attendance.

- **ACTION:** Marc advised that he is going to go back and obtain three years worth of information and re-run the report so that we have the historical figures that will be more meaningful and therefore can be used to project enrollments by major for the 2010 cohort.
5. **Retention Reports:**
Marc advised that over the years we have had a number of retention related reports, such as the ones created by Lenore in Institutional Research for the old Retention Task Force, there are remedial reports completed by FYA and probation reports by the Registrar’s office and CAA. After discussion it was agreed that a consolidated review of these reports would help to put these in perspective with a view to formalizing what types of reports on retention are needed and set up a formal annual process. A suggestion was made to create a sub committee to review past and current reports and report back to the committee on a plan of action to formalize retention reports.

- **ACTION:** Members of the sub-committee will be: Carol Ann Popovich (Chair); Jorge Lopez; Michelle Yovanovich; Bob Vines; Andrew MacDiarmid (advisor). Michelle will also include an additional person from First Year Advising, which will be announced at a later date. A meeting has been scheduled for 7/22/09 from 10:00am to 11:00am.

6. **Establish regular meeting time:**
A schedule was discussed and it was decided that the committee will meet the first Wednesday of every month from 3:00 pm to 4:30 pm.

- **ACTION:** Monette will look into reserving AB5-210 each month and will send out a meeting request to the committee members.

Meeting adjourned at 4:40 pm
Next Meeting will be on August 5, 2009 in AB5-210 from 3:00pm to 4:30pm.

Meeting notes respectfully submitted by Monette Duck.