System Enrollment Management Committee
Meeting Summary
November 23, 2016
10:00 am – 12:00 pm
Bachman 203 w/ VTC to Kapiʻolani CC and UH Hilo

Present: Risa Dickson, Farrah-Marie Gomes, Roxie Shabazz, Ryan Yamaguchi, Charles Sasaki, Amy Rozek, Hae Okimoto, Brenda Ivelisse, Gail Makuakane-Lundin, Misaki Takabayashi and Susan Nishida for Joanne Itano

Misaki Takabayashi from UH Hilo was added to the group for additional Academic Affairs guidance.

Goal is to complete a draft of the System Enrollment Management Report in time for the March BOR meeting. Risa will do a high level presentation to the BOR based on the EM report.

Tim Renick Georgia State University's Vice President for Enrollment and Student Success will be meeting with the EM group on December 8 from 3-4 in Bachman 203 and will also have an open forum on the 8th from 10:30-11:30 in Kuykendall 201.

Below is a draft Table of Contents (Introduction, EM Overview, Four Units, System's Role, Policies/Practices Impacting EM, Best Practices in EM, Support to Units). Details discussed/decided upon at the meeting are listed within the outline format.

Draft Table of Contents for the System Enrollment Management Plan

A.   Introduction
   a. Mission and vision of UH System
   b. Link to Strategic Directions
   c. Position EM in a larger picture of Student Success
   d. Focus on 4 units (UHM, UHH, UHWO and UHCCs): 4 different missions, 4 different populations, 4 different goals - highlight different data points of consideration based on unique characteristics of campuses
   e. Reflect on recent trends: this should include mention of the big picture of what's happening at UH – graduating more students, recruiting enough to replace graduates, but the decrease in students continue which is why we must focus on retention and attrition

B.   Enrollment Management Overview
   a. Our definition/description of EM – including the management of all points of entrance and exit for students
   b. Based on our take of EM, here is our system goal and why
   c. Broadly explain what the why's are (facility, faculty, high school, population, scheduling, etc.)

   d. Don't include targets if we don't know what they are yet

   e. This is how we plan to get there

   f. This is how we plan to measure our efforts over time

  C. Four Units

   a. Brief overview of the unit

   b. What enrollment numbers mean for that unit

   c. Inventory of current EM practices in the unit

   d. Target numbers for CC are high, may not be realistic

  D. System's Role: items we're working on together – how system is tracking, monitoring and supporting units

   a. Metric – many already being tracked, identify what they are

   b. Performance-based funding metrics

   c. Justify why they are the appropriate system level metrics

   d. Explain when System would get involved – if campus(es) can't or they aren't meeting metrics

   e. System Initiatives that support EM – need to add to this list and provide only a brief description of each initiative

    i. 15 to Finish

    ii. Dual Credit

    iii. PAR

    iv. Co-requisite

    v. Reverse transfer

    vi. GPS

    vii. Purpose First

    viii. Points of intersection

  E. How do system policies and practices impact EM – revise as needed, get rid of items that hinder progress, strive for efficiency (add to list if needed)

   a. Residency

   b. Health requirements

   c. Financial Aid

   d. Auto-roll for Early College

   e. Auto admit for high school students (factor in meeting criteria for 4-year campuses)

  F. Best Practices in EM - What does this looks like nationally?

  G. Support to units to develop their own EM plans

   a. Consistency in how plans are arranged

   b. Samples/templates

   c. Willingness of system to support units as appropriate

Farrah to set up a Google Doc with the above sections outlined. We will need committee members to assist with contributing to various sections of the plan.

Next meeting - Tuesday, December 13 from 12:00pm to 1:30pm (location TBD).