Informal notes PG Enrollment Management Committee Meeting April 23, 2013
– Karen Saginor

Committee chaired by Vice Chancellor Joanne Low.
Paper copies of agenda and document provided to everyone present.

An Enrollment Management group of administrators has been meeting since last summer. This is the second meeting of the Participatory Governance Enrollment Management Committee. At the first meeting, student appointees attended, but faculty had not yet been appointed.


In the past, enrollment was monitored at the department or unit level, but it didn’t roll up to the level of the Office of Academic Affairs. Information is now being gathered at multiple levels, including schools and centers. A decision has been made to use the “320 data” as the basis for enrollment data discussions. 320 refers to our required reports to the State of numbers which will be used for apportionment funding, and numbers for students (such as non-resident students) for whom we do not receive apportionment (because the costs are covered by non-resident fees). Use of 320 data within City College should improve consistency for internal reports. Strategies to maximize our funding include looking at calendar and scheduling. Monitoring of enrollment now starts at the beginning of the registration, so that adjustments can be made before classes start. The newly acquired Argos software is being used to develop methods for making current consistent information readily available to managers. The group discussed (without reaching conclusions) the policy challenge of how rooms are assigned during high demand hours. There is a need to look at the whole college for scheduling, not just focus on one campus at a time.

Summer comparison data. A draft chart was shared on paper, showing actual data for Summer 2011 (our largest summer school ever) and Summer 2012 (more moderate offerings) with projections for this coming Summer 2013. FTES (full time student equivalents) and FTEF (full time faculty equivalents) are tracked by credit/noncredit by school and by center. Even with full summer school classes, we do not expect to make base. The chart showed that in 2010-2011, our high enrollments (including full summer schools) set our base at about 34,000 FTES. In 2011-12 our enrollments for apportionment totaled 32,632 FTES. Our actual funding was not affected because we were held harmless for that one year. Our current projection for this year is 33,119 FTES. Since we cannot be held harmless two years in a row, our apportionment funding will decrease and our base will be reset at a lower level.

Use of waiting lists. Starting with this summer, the default for all our classes is being changed to use waiting lists. Every class will be set up as having a waiting list. For those classes where it isn’t suitable (for instance, classes offered in other countries through study abroad) exceptions can be made class by class. After next Wednesday, FAQs about waiting lists for faculty and FAQs for students will be made available. This is being implemented now in anticipation of changing practice on fee payment which will result in students who have not paid fees being dropped from classes – as is done at other colleges.

Next meeting – May 13 Monday 3:00-5:00 in R518