



**Provost's Council: ENROLLMENT
Meeting Notes – October 6, 2015**

ATTENDEES	Susan Bigler, Cynthia Fields, Marc McGee, Gary Moser, Sue Opp, Craig Yamamoto
ABSENT	
GUESTS	Jessica McGinley, Mike Tressel, Shari Smiljanic-Villa

AGENDA ITEM	
1. Discussion of new Academic Affairs council structure and meeting schedule	
DISCUSSION	<ul style="list-style-type: none"> • Smaller groups get more things done, so Provost Opp divided PC into two groups: Academic Council and Enrollment Council, which will meet monthly. The full Provost's Council will also meet monthly. • Changes in policies and procedures will be discussed in Academic/Enrollment Council and their recommendations will go to the Provost's Council. • Provost Opp will attend the Academic/Enrollment Council meetings as needed. Susan Bigler will attend and take notes. • Next Enrollment Council meeting is November 3.
CONCLUSIONS	
2. Budget planning and support for 2016-17	
DISCUSSION	<ul style="list-style-type: none"> • A Director of Planning & Operations for Academic Affairs will be hired soon. This will be the budget person for Academic Affairs. • Provost Opp also would like to see us hire a professional Student Advisor who would most likely be located in the SEAS Center. • Everyone please review their continuing expenses such as software licenses and association dues that may not have been included in annual budgets. We can't afford any surprises.
CONCLUSIONS	
3. Review of Student Support Services building layout and staffing	
DISCUSSION	<ul style="list-style-type: none"> • Is a full-time receptionist really needed? Perhaps an existing student worker could be assigned to do his/her work at the front desk while also directing visitors.
CONCLUSIONS	

4. Planning for Summer 2016		
DISCUSSION	<ul style="list-style-type: none"> We have tentative plans to offer English 100, English 300, Chemistry, Physics, Calculus These plans need to be coordinated with Student Affairs to ensure housing & food for summer students. 	
CONCLUSIONS		
5. Fall 2016 Targets		
DISCUSSION	<ul style="list-style-type: none"> Marc McGee discussed his targets for Fall 2016 entering class. He can't guarantee such a specific breakdown of majors as noted in the Strategic Planning Guidance document. 	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provost Opp will send out an example of a useful academic calendar timeline used at CSU East Bay.	Provost Opp	10/13/15