# Provost’s Council: ENROLLMENT
Meeting Notes – October 6, 2015

<table>
<thead>
<tr>
<th>ATTENDEES</th>
<th>Susan Bigler, Cynthia Fields, Marc McGee, Gary Moser, Sue Opp, Craig Yamamoto</th>
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<tbody>
<tr>
<td>ABSENT</td>
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<td>GUESTS</td>
<td>Jessica McGinley, Mike Tressel, Shari Smiljanic-Villa</td>
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## Agenda Item 1
**Discussion of new Academic Affairs council structure and meeting schedule**

- 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

### Agenda Item 2
**Budget planning and support for 2016-17**

- 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

### Agenda Item 3
**Review of Student Support Services building layout and staffing**

- 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.
## 4. Planning for Summer 2016

### DISCUSSION
- 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
- 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

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<td>Provost Opp will send out an example of a useful academic calendar timeline used at CSU East Bay.</td>
<td>Provost Opp</td>
<td>10/13/15</td>
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