

Date: May 2, 2007

To: University Senate – Western Connecticut State University

From: Enrollment Management Committee (f/k/a Admissions Committee)

Re: 2006/2007 Annual Report of the Committee

Members: During the 2006/2007 Academic Year faculty members included Thomas Monks (Elected, Ancell, Committee Chair); Marjorie Steinberg (Elected, Professional Studies); Kimberly Bernstein (Elected, Librarians, Coaches and Counselors); Colleen Delaney (Appointed, Professional Studies); Jennifer Frederick (Appointed, Arts and Sciences); and Shane Murphy (Appointed, Arts and Sciences).

Ex-officio members included Larry Hall (Director of Admissions) and, for after the effective date of the by-law revisions in the Spring Semester, William Hawkins (Enrollment Management Officer)

There were no student members of the committee despite recruitment efforts by various committee members.

Meetings: Committee meetings were held on September 27th, October 25th, and November 29th, 2006 and March 29th and April 26th 2007. A meeting was called for February 22nd 2007, but cancelled due to a lack of a quorum.

At each meeting, in addition to other business, the committee was updated on the status of the university's enrollment statistics as and when that information became available. This included information about new and transfer applications, acceptances, commitments, enrollments and retention. The committee was also updated on the status of on and off campus housing issues. The purpose of these briefings was to update the members on enrollment numbers and trends and to receive input from the administration as to its enrollment goals and progress in achieving those goals.

Committee Findings – 2006/2007 Academic Year –

1. The administration has targeted a 2% admission progressive growth rate for each of the following XX years.
2. Fall 2006
 - a. Applications 4,950
 - b. Acceptances 2,993
 - c. Enrollments 1,362

3. Spring 2007
 - a. Applications 793
 - b. Acceptances 490
 - c. Enrollments 354

4. Fall 2007
 - a. Applications 4,782
 - b. Acceptances 2,633
 - c. Enrollments not yet known

5. Retention (Fall to Spring Semesters)
 - a. Spring 05 – flat
 - b. Spring 06 – 3% increase
 - c. Spring 07 – 6% increase *

* The Enrollment Management Office attributes the increased retention to efforts made by the University to implement suggestions contained in the Strategic Plan regarding retention.

Accomplishments: During the 2006/2007 academic year the committee began and completed three special projects in addition to its regular business: creation of “Ask a Professor List”, revision of the committee’s bylaws, and an intervention on behalf of the Enrollment Management Office with the administration asking that priority be given to university housing issues.

Ask a Professor List

The Admissions Director expressed a need and desire to have faculty more involved in the recruitment process. Many prospective students have questions about a major’s academic requirements, career opportunities, etc. Often times these questions are presented to recruiters at college fairs and other forums away from campus which faculty do not attend. Recruiters often do not have the knowledge or expertise to adequately answer the questions. In response to this need, the committee developed an “Ask a Professor” list. Each department was requested to submit the name of at least one professor that a prospective student could contact by phone or e-mail with questions about their prospective major. The list was compiled into a document that recruiters could distribute to prospective students. The list will be updated each year.

Bylaw Revision

The senate required each of its committees to update their bylaws in order to incorporate the new School of Visual and Performing Arts. In addition to making those changes, the committee revised the bylaws to reflect the committee’s expanded role in the enrollment management process. Changes were also made to update the composition of the committee in order to make it more effective and efficient.

Intervention on Housing Issues

The Enrollment Management Office expressed concern to the committee about the lack of on and off campus housing and the expected enrollment growth rates of the institution. On the one hand, the administration had an objective of increasing enrollment at a rate of 2% a year. On the other, a housing shortage existed, caused by lack of available units. One consequence of the problem was that some students had to “triple” in double sized rooms. At the request of the Enrollment Management Office, the committee conducted an on-site inspection of two mid-town campus dormitory rooms that were tripled. Based on its inspection, the committee sent a letter to the President’s Council expressing its concern over the potential impact of the housing situation on enrollment and the Enrollment Management’s Office charge to increase enrollment in the face of an existing housing shortage. The letter urged the administration to give housing building and maintenance budget priorities, and to devote the necessary resources to housing in order to support its enrollment objectives. A copy of the letter is Attached as Exhibit A.

Respectfully Submitted,

Thomas J. Monks, LL.M., JD, CPA, CFE
Chair