Operations Workgroup Recap of 8/29/01 meeting

Members present: Larry, Holly, Kris, Herb, Darlene, Denise, Elsa, Anita, Craig

Members absent: Jerry (excused), Jackie (excused), Clint, Lorie, Emelina

Final Enrollment Report

Larry passed out the final enrollment report for summer. Highlights are as follows:

-3,358 matriculated students enrolled in YRO courses (839 of these also enrolled in RCE)
-551.5 annualized FTES in YRO
-1,351 matriculated students enrolled in RCE courses only
-4,709 matriculated students enrolled in YRO and RCE courses at SUF rate
-5,242 students paid SUF and of that amount 673 received full refunds because of complete withdrawal (12.8% withdrawal rate)
-669 non-matriculated students enrolled in RCE courses (substantial number of these were actually matriculated, but were given non-matriculated status for summer only because RCE fees were less (i.e., taking only 1 or 2 units, some non-resident students) NOTE: This will NOT be an option for students next summer
-726 students were awarded financial aid totaling $1.237 million. As of 8/27/01 $1.065 million had been disbursed
-106 non-matriculated students registered in YRO courses via the "Open University"

Update on Student Services Survey

Larry reported that about 145 sections of courses were surveyed during the last six-week session including students in both YRO and RCE courses. The unduplicated headcount is estimated at about 3,000 students. About 1,600 surveys were returned and will be analyzed by IR office. Student Support Services workgroup is meeting next week to define some specific questions to guide the analysis. Results of the survey will be shared with the Ops group as soon as they are available. Kris and Anita suggested that we incorporate CASPER Telepolling into the 2002 registration process. Larry will add this to the list of remaining planning issues for 2002. We may ask some of the questions about service needs as well as other questions to continue to gather more information about summer students.

YRO Web Pages

Elsa handed out the Student related Summer 2002 (YRO) web page drafts that she has been working on. She also noted that there is a set of Faculty/Staff pages that include some of the same information along with other categories of info specifically of interest to Fac/Staff. Larry and Elsa asked for feedback from the group, which we will discuss at our next meeting. Elsa will also send an email to each group member with the "test" website. Larry suggested including "drop-down" menus for each button to list what topics are included behind the button. Elsa will work on including this. Elsa would like to get the website up by the first week of October. Any of the content that has not been determined by then will have "subject to change" or "under construction" message on the relevant pages. We will strive to get as much info as possible out as early as possible. The actual schedule of summer classes will not be available until after the colleges submit their schedules, but it will be posted to the web as soon as it's available. At our
next meeting we will begin to update the content on the pages and determine whether pages can be consolidated of whether additional pages (topics) should be referenced on the main "Student" and "Fac/Staff" pages.

Planning Info to Colleges

Larry noted that a memo is being prepared to send to college deans, assoc. deans and department chairs about planning schedules for summer 2002. It includes a number of planning assumptions. Some of those assumptions are: that we will be fully converted to state-supported summer term in 2002; term will be 12 weeks with two six week sessions; courses of less than 6 weeks will be discouraged, but if offered should start the same time as one of the two six week sessions; RCE courses with strong enrollment in 2001 will be converted to state-support in 2002; some new courses will be added as more departments develop YRO curriculum; proposed schedules must be submitted by Nov 1; approval by Provost by Nov 9. The memo and planning assumptions are being reviewed by the Provost before it is distributed. Elsa will also be sending out the call for 2002/03 schedule building, with instructions and timeline, by the first week in October.

Next meeting is September 6, 1-2 pm in Lassen 3008.

Meeting adjourned at 2:10 pm.