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All- University Enrollment Management Committee

Source Committee: Executive Committee

Unit(s) Responsible for Implementation: Academic Senate

Consultations: Student Affairs and Enrollment Management, Dean Division of Undergraduate Education and Academic Planning, AVP fiscal Affairs, Dean College of Extended Learning

History

Version Approved - Revisions(s)

- Change of charge to reflect a focus on internal issues related to enrollment management.

Rationale

Successful strategies for enrollment, retention and graduation of SF State students requires collaboration between the Academic Senate, Academic Affairs and Enrollment Management. This committee will examine and recommend policies and procedures having to do with aspects of student enrollment, retention and graduation.

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I. Definitions

Enrollment Management

“Enrollment management” includes all university policies and procedures having to do with the admissions (operational aspects), enrollment, retention and graduation of students

SFSU's Historical Service Area

SFSU's "historical service area" means those San Francisco Bay area high schools and community colleges that have historically provided significant numbers students to SFSU.

II. Principles

A. SFSU is committed to providing qualified students with the greatest possible access to excellent higher education and lifelong learning. Accordingly, SFSU shall continue to search for innovative ways to provide access within the constraints available funding.

B. Enrollment management should allow the University to enhance, not compromise, the diversity reflected by our enrollment and by our community. Diversity shall remain an important concern the University.

C. Enrollment management strategies shall evolve with the consultation various constituencies, so that the use selection criteria or other techniques shall not distort the current array and balance programs.

D. Retention and graduation of students is equally as important as the recruitment and enrollment of students.

F. Policies and procedures around admissions (operational aspects), enrollment, retention and graduation issues such as course registration and withdrawal, probation and disqualification, change of major, petitions for exceptions, graduation procedures, maximum unit loads and others should be developed using shared governance, and the Enrollment Management Committee is expected to take a leadership role in facilitating consultation and policy/procedure approval around these issues.

III. All-University Enrollment Management Committee

A. The All-University Enrollment Management Committee shall consist of the following members:

- The Chairs of the: Academic Senate; Senate's Educational Policies Council and the Student Affairs Committee, or designees;
- Three faculty members elected by the Academic Senate from the faculty at large, to overlapping three-year terms; these members may success themselves for any number of terms;

- One department chair elected by the Academic Senate to a one-year term;
- The Associate Vice President for Enrollment Managements the Dean of Undergraduate Education and Academic Planning a representative of the college Associate Deans, the Dean of the College of Extended Learning, the AVP for Fiscal Affairs, and the Dean of Graduate Studies, each of whom may be represented by a designee; and
- A representative from the Office of International Programs
- Two students designated by the Associated Students (one graduate, one undergraduate)

B. The committee shall choose its chair from among its members at its first meeting of each academic year. The first meeting of each academic year shall be called by the chair of the academic senate in consultation with the Associate Vice President for Enrollment Management.

C. The committee shall meet at least once in the fall semester to review current enrollment patterns and projections and to discuss whether changes in policies and procedures are likely to be needed. The committee may be called to meet as frequently as situations require.

D. The committee shall:

- Develop and review policies and procedures including, but not limited to, those around admissions (operational aspects), enrollment, retention and graduation issues such as course registration and withdrawal, probation and disqualification, change of major, petitions for exceptions, graduation procedures, maximum unit loads, registration holds and drops.
- Recommend to the Academic Senate regarding any changes in this policy or in related policies.

The Enrollment Management Committee is not intended to function as the presidential advisory group mandated for each campus by the Board of Trustees in its resolution of September 18, 2002.