Date: September 18, 2019

To: Academic Senate

From: Veena P. Prabhu
Chair, Academic Senate Executive Committee

Copies: E. Acevedo, T. Bettcher, A. Ellis, C. Flint, T. Hernandez, C. Harris, J. Hatfield, H. Riggio, N. Warter-Perez, R. Roquemore

Subject: Proposed New Policy for Chapter II of the *Faculty Handbook*:
Enrollment Management Council

During its meetings on February 21, March 7 and 28, July 25 and August 20, the Academic Senate Executive Committee (Exec) deliberated and proposed a new committee for Enrollment Management. Given the charge and the need to have representation from all stakeholders Exec proposed that a “council” would be an appropriate structure for this committee. A council was operationalized as an advisory, deliberative body having inclusive membership (all concerned stakeholders) that can make recommendations about procedures, policies and related implementation issues.

The following points outline the specific language proposed in the new policy.

Line 2-16: Specifies the charge of the council.

Line 17-45: Delineates the membership, term and the electing body

Line 46-48: Given the charge and scope of the council Exec proposed having co-chairs for this council.

Line 49-50: Specifies the meeting frequency.
ENROLLMENT MANAGEMENT COUNCIL

CHARGE OF COUNCIL

THE ENROLLMENT MANAGEMENT COUNCIL IS A FACULTY AND ADMINISTRATIVE COUNCIL RESPONSIBLE FOR ADVISING THE PRESIDENT ON ALL ASPECTS OF ENROLLMENT MANAGEMENT.

THE COUNCIL IS TO PARTICIPATE FULLY IN THE DEVELOPMENT OF POLICY RECOMMENDATIONS, STANDARDS, AND CRITERIA RELATIVE TO ALL FACETS OF ENROLLMENT MANAGEMENT. THE COUNCIL WILL CONSIDER ISSUES INCLUDING BUT NOT LIMITED TO ADMISSIONS CRITERIA, THE SIZE OF THE STUDENT POPULATION AND RATE OF ENROLLMENT GROWTH, STUDENT DEGREE COMPLETION, THE RECRUITMENT AND RETENTION OF STUDENTS.

THE COUNCIL IS ALSO CHARGED WITH THE RESPONSIBILITY FOR ENSURING COMPREHENSIVE AND INCLUSIVE CONSULTATION ON ENROLLMENT MATTERS WITHIN THE UNIVERSITY COMMUNITY AND WITH OUR EXTERNAL CONSTITUENCIES.

THE COUNCIL SHALL SUBMIT AN ANNUAL REPORT ON ITS ACTIVITIES TO THE ACADEMIC SENATE EACH SPRING.

MEMBERSHIP

THE ENROLLMENT MANAGEMENT COUNCIL SHALL INCLUDE THE FOLLOWING MEMBERS:

SEVEN TENURED OR PROBATIONARY FACULTY MEMBERS, WITH ONE FACULTY MEMBER FROM EACH COLLEGE AND THE LIBRARY/STUDENT LIFE, TO BE ELECTED BY THE ACADEMIC SENATE (STAGGERED THREE-YEAR TERMS)

TWO DEPARTMENT CHAIRS TO BE ELECTED BY THE ACADEMIC SENATE

ONE SENATE EXECUTIVE COUNCIL LIAISON, TO BE ELECTED BY THE ACADEMIC SENATE EXECUTIVE COMMITTEE

ONE UNDERGRADUATE STUDENT SENATOR TO BE ELECTED BY THE ASSOCIATED STUDENTS INC.

ONE REPRESENTATIVE FROM STUDENT LIFE APPOINTED BY THE VICE PRESIDENT FOR STUDENT LIFE

ONE COLLEGE DEAN, APPOINTED BY THE CAL STATE LA PRESIDENT

ONE LAUSD OR HIGH SCHOOL REPRESENTATIVE APPOINTED BY THE CAL STATE LA PRESIDENT
Two representatives from local community colleges in the Cal State LA service area appointed by the Cal State LA president.

Ex officio members

- Academic Senate Chair (or designee)
- Associated Student Inc. President (or designee)
- Associate Dean of Undergraduate Studies
- Director, Educational Opportunity Program (EOP)
- Vice Provost for Enrollment Services
- Vice President for Diversity and Inclusion, University Diversity Officer (or designee)
- Vice Provost for Planning and Budget

In selecting members of the council, sensitivity to the cultural diversity of the campus and participants’ cultural competence will be essential.

Co-Chairs of the Council

The Academic Senate Chair (or designee) and the Provost for will serve as the co-chairs of the council.

Meeting Frequency

The committee will meet at a minimum of three times a term.