Enrollment Management Plan
2009 - 2010

Lehman College

Office of Enrollment Management

September 25, 2009
Introduction

This enrollment management plan is a continuation of the 2008 – 2009 plan. Each year, the plan has been updated and contains information about the progress towards goals and new initiatives. In August 2009, a report on the activities of the 2008 – 2009 focus groups was prepared and distributed to the President and Provost. Many of the action items were addressed from the previous year’s plan. Some of the action items were completed and new initiatives have become operational. Other action items will continue to be explored and new action items will be addressed this year.

The following action items will be addressed in this coming year.

Admissions

Action I: Review of transfer student processing and services.

Review and recommend appropriate changes to the current admissions process for transfer students. The focus group will review what happens from the time a transfer student applies to the time the transfer student enrolls. This is a continuation from last year’s plan.

Valerie Brown (Chair), Liliana Calvet, Crystal DeFour, William Hill, Angelia Holloway-Pinnock, Lisa Moalem, Merrill Parra, Anne Rothstein


Action II: Development of a Weekend College

Review possible majors that could be offered exclusively on the weekend. Develop administrative and academic support structures for students enrolled in a weekend college.

Richard Finger (Chair), John Capocci, Terrence Cheng, Althea Forde, Vassilios Gargalas, Mario Gonzalez-Corzo, John Holloway, Jennifer Kallicharan, Linda Martin, Ainsley Parkinson, Oscar Rigamonty, Jessica Shiller, Carrie Shockley

Study Began: Fall 2009
Enrollment Management Plan
Lehman College
September 2009

Admissions (cont.)

Action III:  Regularized Reports for Administrative Offices

Regularized reports are essential for enrollment management offices to function properly. This group will develop and review the necessary reports required by each office, develop a schedule for the reports throughout the year (i.e. daily, weekly, etc.) and determine the appropriate office to produce the reports.

Laurie Austin (Chair), Pedro Baez, Richard Finger, Annette Hernandez, John Lucente, Javiel Mercado, Oscar Rigamonty, Anne Rothstein, Susanne Tumelty, Kenneth Wong

Study Began:  Fall 2009

Action IV:  Special Programs

There are many special academic programs (i.e. College Now, Teach for America, Teaching Fellows, etc.) across the college that require special registration, admissions, and grading processes outside of the normal process timelines. These processes need to be coordinated and this group will review the inventory of special programs and determine where processes may be standardized.

Scott Dames (Chair), John Capocci, Gloria Figueroa, Richard Finger, David Gantz, Karlene Johnson, Miguel Pacheco, Carrie Shockley, Vincent Zuchetto,

Study Began:  Fall 2009

Retention/Graduation

Action I:  Sophomore Year Initiative Program

Since Lehman College was a leader in the development of its first-year initiative program, the college should also provide leadership in the development of a successful sophomore year program. There has been much research on the sophomore year student and the need for support, perhaps not as structured as the first-year program, but organized in some fashion. The group this year will focus on initiatives to help with retention of sophomore students.

Liliana Calvet (Chair), Sarah Blazer, Anne Bard, Zenaida Bough, Marsham Castro, Nancy Cintron, Richard Finger, David Fletcher, Marisol Jimenez, Lisa Jones, Anne Rothstein, Steve Wyckoff

Retention/Graduation (cont.)

Action II:  *Cancellation of Courses*

Review the current process for cancelling courses including the timeline for cancellation and the student notification process. Develop a process that is more student-centered in terms of earlier cancellation and a better notification process.

Scott Dames (Chair), Terrence Cheng, Cecilia Cutler, Gloria Figueroa, Richard Finger, Erica Matthews, Tracey Mormon-Cole, Jeffrey Ratliff, Yvette Rosario, Kenneth Wong, Suzanne Yates, Vincent Zuchetto,

Study Began:  Fall 2009

Action III:  *Review the retention of students on probation*

This group will review the probation process and design programs to help students become academically successful.

Lisa Moalem (Chair), Annecy Baez, Gillian Bayne, Liliana Calvet, Michael Deas, Richard Finger, Marisol Jimenez, John Lucente, Anne Rothstein, Carrie Zimmerman

Study Began:  Fall 2008 (Interim Report: May 2009)

Action IV:  *Development of an Automated Early Warning System*

Discussions in various committees this semester have brought up the topic of an early warning system for faculty to use to alert appropriate offices that students are in academic trouble in their classes. This group will look at the feasibility of producing an automated process for such a system at Lehman.

Richard Finger (Chair), Annecy Baez, Althea Forde, Pedro Luna, Lisa Moalem, Yvette Rosario

Study Began:  Fall 2009
Graduate Enrollment

Action I: Investigate low enrolled graduate programs to develop enrollment strategies

This group will review enrollment trends in graduate programs across the college and identify those that have low enrollment or declining enrollments. Once identified, the group will work with departments and other faculty and staff members to develop strategies to increase enrollment in these programs. This is a continuation from last year’s plan.

Valerie Brown (Chair), Laurie Austin, Marie Marianetti, Deborah Rubin