Enrollment Management Plan
2012-2013

Lehman College

Office of Enrollment Management

October 10, 2012
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Lehman College
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Introduction

This enrollment management plan is a continuation of the 2011-2012 plan. Each year, the plan has been updated and contains information about the progress towards goals and new initiatives. 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. As CUNYfirst went live this past Spring, a number of focus groups have been developed to determine actions based on the new processes in the system.

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

Admissions

Action I: Review and Improvement of the Undergraduate Transfer Process for students from Westchester Community College to Lehman College

This group will review current transfer processes and policies for transfer students from Westchester Community College. Once the transfer process is well understood, the group will work on initiatives that will improve the transfer process for students.

Richard Finger (Chair), Liliana Calvet, Crystal DeFour, Rachelle Salzburg (Assistant Dean, Academic Affairs, WCC), Robin Graff (Coordinator, Transfer Services, WCC).

Study Began: Fall 2011

Action II: Attracting High Achieving Freshman Students

This group will review the current recruitment processes and develop a plan to increase the number of students with higher SAT/CAA scores that attend Lehman College. A specific SAT/CAA band of students will be identified, historical yield rates will be determined, and the plan will be assessed based on increases in yield rates.

Laurie Austin (Chair), Pedro Baez, Terrence Cheng, Michael Deas, Karen Fairclough, Sharon Freedberg, Vernon Jeffrey, Cristina Necula, Carlos Rivera, Dwight Stephenson, Gloria Figueroa, David Gantz, Fredrick Gilbert.

Study Began: Fall 2011
Admissions (cont.)

Action III:  Undergraduate Transfer Evaluation Process

Since the transfer evaluation area has been overwhelmed with processing of applications, assessment of the current process within the CUNYfirst environment must occur and recommendations in regards to staffing and alternate ways to advise transfer students in the Spring and even in later semesters need to be developed.

Laurie Austin (Chair), Liliana Calvet, Terrence Cheng, Sharon Freedberg, Gaoyin Qian, Aurea Rodriguez, Valerie Brown, Takiyah Ali, Robert Whittaker, Lisa Moalem, Lynne Van Voorhis.

Study Began:  Fall 2012

Action IV:  Increasing Yields from Key Feeder High Schools

This group will identify high schools that have the potential to yield additional freshman students and plan initiatives to increase yields.

Sandra Lerner (co-Chair), Robert Troy (co-Chair), Laurie Austin, Pedro Baez, Bruce Irushalmi, Carlos Rivera.

Study Began:  Fall 2012

Retention/Graduation

Action I:  The Stop-out Student

A retention group that investigates the stop-out undergraduate and graduate student with regards to what is happening and are there initiatives that the college can develop to help reduce the number of students who stop-out or reduce the time students stop-out.

Richard Finger (co-Chair), Ann Worth (co-Chair), Norma Cofresi, Scott Dames, Annette Hernandez, Yvette Rosario, Joi Jones, Kevin Sailor, Erin Varsalone.

Study Began:  Fall 2012
Retention/Graduation (cont.)

Action II:  Academic Dismissals, Probation, and Repeat Policies

A process needs to be developed to allow for timely analysis and corrections of the academic record of students who should be dismissed or on probation. This group will identify issues that developed as a result of CUNYfirst implementation and address the inconsistencies of GPA computations as they relate to Lehman’s grading policies.

Lisa Moalem (Chair), Liliana Calvet, John Lucente, Annette Hernandez, Ann Worth, Yvette Rosario, Merrill Parra.

Study Began: Fall 2012

Action III:  Cancellation for Non-payment

The process of cancellation needs to be reviewed and prepared for Spring 2013 so that we minimize the cancellation of students who should not be cancelled.

Javiel Mercado (Chair), Kelly Phung, David Martinez, Jaci Maurer, Yvette Rosario, John Lucente, Youssry Youssef.

Study Began: Fall 2012

Action V:  Decreasing the Occurrence of WU and INC Grades

There are many student records with WU and INC grades each semester. This group will look at the prevalence of these grades and develop initiatives to decrease the percentage of these grades that are assigned to students as a means to increase retention and progress toward graduation.

Liliana Calvet (Chair), Lisa Moalem, Ann Worth, Annette Hernandez, Terrence Cheng, Sharon Freedberg, Gaoyin Qian, Zenaida Bough, Andrea Boyar.

Study Began: Fall 2012
Graduate Enrollment

(Please see studies above that affect both undergraduate and graduate studies)

**Action I: Graduate Student Services**

Review of graduate studies support services and recommendations for improvements.

Harriet Fayne (Chair), Terrence Cheng, Carl Mazza, Ann Worth, Laurie Austin, Janet DeSimone, Evelyn Ackerman, Jane Levitt, Vincent Zucchetto.

Study Began: Fall 2012