Date: August 22, 2011  
Campus: Humboldt State University  
Team Leader: Robert A. Snyder, Provost

1. What did your team commit to completing during July and August, 2011 (What did you promise)?

Work on the mechanics and feasibility of establishing web portals for faculty, staff and students.

Finalizing content, making a syllabus and arranging training for faculty for the First Year Experience Classes (Humboldt Learning Communities).

2. What did you do and how will it help?

In July and August most of the faculty is not on campus and most staff and administrators take vacations at various times. Because of this, the Enrollment Management Advisory Group did not meet regularly.

Scheduling, a syllabus, faculty and a training session for instructors in the Humboldt Learning Community classes have been established. The HLC classes are a major component of our retention/graduation plan.

The Enrollment Management Plan continues to be developed. This five year plan will identify and hold accountable individuals and groups for progress and tracking in each of the following areas: RETENTION & GRADUATION, RECRUITMENT, MARKETING, FINANCIAL AID/ SCHOLARSHIP, PROGRAM PLANNING, INTERNATIONAL STUDENTS. Within those broad categories are more focused plans for the various areas.
3. What will you accomplish in September and October?

The Enrollment Management Plan will continue to be developed, draft form ready for release to various stakeholders for feedback in November.

Progress will continue on establishing a portal to improve communication with students (and faculty and staff).

Monitor the progress of the new First Year Experience courses.

Analyze retention data from the Office of Institutional Research and adjust retention efforts based on that analysis.