

Enrollment Management Plan 2024-2025 to 2028-2029

Goal

Create an equitable, efficient, data-informed schedule that maximizes student access to the courses they need and fosters persistence and completion.

Metrics

1. Fill rate
 - a. Counseling appointments--maintain above 90%
 - b. Courses--target is 83% for fall, 80% for spring
2. FTES/aFTEF--target is 33 for fall, 32 for spring
3. Cancellations--target is no more than 3% of sections cancelled in both fall and spring, but ensuring annually to also review # of students overall and DI students impacted by cancellations
4. Waitlist--target is at least 72% of students enrolled in same class after waitlist. Monitor impact on DI populations.
5. Schedule blocks--Beginning in Fall 2025, the campus will set start and end dates for short term classes including: 4, 8 (1st or 2nd half), or 12-week, that would be consistent for scheduling across campus for primary terms allowing for exigent circumstance exceptions with approval of Deans. See below chart for illustration:

Suggested Block Scheduling Pattern															
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16
Full Term Classes															
1st 8 Week Class Session								Second 8 Week Class Session							
XX	XX	XX	XX	12 Week Class Session											
1st 4 Week Class Session				2nd 4 Week Class Session				3rd 4 Week Class Session				4th 4 Week Class Session			

Strategies to explore

- Utilize text messaging (one way and two way) to improve waitlist and cancellation processes. See [OCC](#) for example.
- Create dashboard to show trend data for courses in each discipline.
- Make the text notes more prominent to students at the point of enrollment.
- Create Canvas Shell with training resources for Department Chairs, including scheduling strategies.
- Explore the use of predictive analytics (i.e. Civitas course demand).
- Explore software to streamline educational planning.

Next step

Create IPC Enrollment Management Plan workgroup to oversee completion and evaluation of this plan.