

**UMass Boston Renewal: Fidelity to Urban Mission
Meeting Notes**

Sub-committee: Enrollment and Financial Aid

Date/Time of Meeting: Thursday, November 30, 2006

Location: CC 4201

Co-chairs: Kathleen Teehan and Russell Schutt

Notetaker: Kathleen Teehan

Attendees: Kathleen Teehan, Russell Schutt, Lisa Johnson, David Cesario, Bando Bandopadhyaya, Deb Mahony, Phil Quaglieri, Matt Filteau, Anita Miller, Dirk Messelaar, Hannah Sevia, Peter Langer

Excused: Ginny Harvey, Nina Silverstein

| AGENDA ITEM | DISCUSSION/FINDINGS | DECISIONS | ACTION ITEMS |
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| This box should contain the name of the agenda item. | Record salient points of the discussions | Record any decisions or recommendations | Record any action items and include responsible party(ies) and timeframe(s) |
| Minutes | Review of minutes from October 26 and from small group meetings | No changes | Minutes have been filed for posting on the web |
| David Cesario demonstrated the excel worksheet developed by Jennifer Brown that might be useful in planning the faculty and classroom resources needed for increased enrollment | The worksheet is built on the use of averages and will just offer a general sense of the resources needed – what faculty/student ratio, average class size, number of classrooms and financial resources are needed for different scenarios of a number of students projected. Discussion ensued regarding the full use of classrooms, size of classrooms needed, demand from outside groups, need for additional classroom space with growth beyond the 13,000 projected for | We need to assess the need for different sized classrooms – a large lecture hall, 75 to 100 person classrooms, a major performance space. We need to address the perception that classrooms are under utilized | David will ask Jennifer Brown if the worksheet can be broken out by college and undergrad and grad. |

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| | fall 2007. There is classroom availability currently at 8:30am and 7pm. Graduate courses are not scheduled in classrooms and with growth this practice will need to be reconsidered. | | |
| Discussion of Vision Statement draft | Should include some reference to the strategic use of technology, online and blended courses in the growth planning. The description the graduate/undergraduate mix should include language about strengthening the whole by taking advantage of synergies between the two. The language about small classes should be changed to refer to close faculty/student relationships. | Update the draft based on the discussion | Kathy will edit vision statement based on the input from members and circulate for review. Dirk will provide language for the technology statement. |
| Discussion of small group reports on undergraduate and graduate enrollment and retention | The undergraduate and graduate findings appear to be in conflict. Need to determine process for understanding where there is room for growth and how do we fold in the revenue piece as part of the growth projections? | Groups need to revisit some of the findings and consider ways to identify where there is potential and capacity for growth. | Small groups will meet again before the next meeting of the Sub-committee |
| Next Meeting | The next subcommittee meeting is scheduled for December 14, 2006, 12:30 to 2pm in CC 4201 | Agenda will include: Reports from small groups Revised vision statement Discussion of OIRP report on population projections for MA Planning for interim report | Small groups submit minutes to Kathy so that these can be distributed to the larger sub-committee. Kathy will send the template for the interim report for all to see what is expected. |