**College of Arts and Sciences**

**Minutes of the Assembly Meeting of September 24, 2019**

**Oakland Center Ambassador Room, 3:30 P.M.**

**Members present:** *Barry, M., Benz, Berven, D., Berven, K., Cesmelioglu, Cholis, Cooper, Craig, Epstein, Estes, Graves, Kidger, Landolt, LaRock, Law Sullivan, Li, Mathew, McGinnis, Rabii, Rosenthall, Trivedi, Wieden, VanKooten*

**Members absent:** *Chapman, Garfinkle, Guest*

**Ex Officio present**: *Corcoran, Shively, Tully*

Dean Corcoran called the meeting to order at 3:30 p.m.

**1. Appointments of CAS Parliamentarian and Secretary**

Dean Corcoran appointed John Corso, Parliamentarian, and Dikka Berven, secretary.

2.  **SEM update**

 Dean Corcoran remarked that Oakland University is 82% tuition-dependent for its budget which explains why the enrollment issue is so important. He introduced Dawn Aubry, who was present to provide an overview and to share progress of the OU Strategic Enrollment Management (SEM) planning process.

Ms. Aubry reported that this year there was a record number of applications for admission to OU with only MSU, U of M, and Ferris State, being ahead of OU. She attributed the latter’s success to its high number of online and transfer students. She said OU is also up with transfers and noted that there are 20 new transfer articulation agreements this year, primarily with the community colleges. She noted that each academic unit is responsible to guide the process for pathways for the transitions of these students to OU. She said that although undergraduate enrollment is up, graduate enrollment is not. She explained that the greatest challenge for enrollment management is retention. There has been no tracking of students who leave the university to find out why they did so, and she said this needs to be figured out so that their reasons can be addressed. She noted that this is OU’s first try to hit optimal enrollment through a SEM plan. She stressed the need for changing processes and policies that tend to filter students out of the university and creating processes that facilitate their completion and success. She said that tactics and strategies are important to the SEM process, and that if there is no SEM plan, OU will certainly have a downward enrollment trend in the future. But with a SEM plan and goal-setting, it will be possible to increase enrollments. The SEM goal that has been set is 19,900 students by 2025. She noted that we are at 76% retention at this time. She announced that there will be a SEM Open House on November 19 from 8:30 a.m. - 1 p.m., and she encouraged Assembly members to attend. The final report will be released in December.

**2. Approval of the minutes of March 26, 2019**

The minutes of the meeting of March 26, 2019 were approved.

**3. Approval of Committee Appointments**

There was a motion to approve the CAS committee appointments to the Graduate Studies Committee and the Committee on Instruction, as outlined on the agenda (see CAS website). (Law Sullivan, Berven)

There was unanimous approval.

In addition, Dean Corcoran informed the Assembly that the following people would comprise the CAP this year: Fay Hansen Smith, Biology (Math/Sciences), Kellie Hay, Communication and Journalism, (At Large), Daniel Clark, History (Humanities), David Garfinkle, Physics (Math/Sciences), Jeffrey Chapman, English (Language and Literature), and Jennifer Vonk, Psychology (Social Sciences).

**4. Election of the Executive Committee**

Sandy Dykstra and Joseph Shively conducted the election of the Executive Committee. The following members were elected: Keith Berven (Math/Sci), David Kidger (At Large), Laura Landolt (Soc Sci), and Anja Wieden (Lang/Lit). Paul Graves is a continuing member for Humanities.

**5. Good and Welfare**

Dean Corcoran reminded Assembly members of the upcoming President’s State of the Union Address on October 22. In addition, he encouraged members to attend the President’s Colloquium, which will feature a presentation by Dan Clark from the Department of History.

**6. Adjournment**

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Dikka Berven (secretary)