



CALIFORNIA STATE UNIVERSITY, LONG BEACH

DIVISION OF ACADEMIC AFFAIRS

February 18, 2009

TO: College Deans, Associate Deans, Department Chairs, College Scheduling Coordinators

C: Provost Gould, Vice Presidents Robinson, Stephens
Vice Provost Lindsay
Associate Vice Presidents Gardner, Mahoney, Enders
Assistant Vice Presidents Curtis, Hata, Novack
Directors Fenton, Jensen, Ramirez, Samuelson, Sumpter,
Executive Assistant Batchelor

FROM: David A. Dowell
Vice Provost for Planning and Budgets & Director of Strategic Planning

Handwritten signature of David A. Dowell in black ink.

Marianne Hata
Assistant Vice President for Academic Resources

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Holly Harbinger
Associate Vice President for Academic Personnel

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SUBJECT: **Fall 2009 Enrollment Planning, Part II**

On January 20th, we wrote to provide guidelines for fall schedule planning. Phase 2 of schedule planning ends March 6th. To assist with making the complex adjustments to the new enrollment parameters, we are providing additional information. Enrollment planning targets for the colleges are now posted:

http://www.csulb.edu/divisions/aa/planning_enrollment/enrollmentplanning.html

Targets are based on an analysis of how enrollments of new freshmen, new transfer students, and continuing students are distributed among programs on campus. Spring targets are also provided as an aid to full year planning in light of budget realities. Of course as always, we describe these are "planning targets," meaning that they are for your use in planning and subject to change if external circumstances change.

Helen Batchelor will be distributing to enrollment planners a spreadsheet on which the targets are based that permits planners to see the *projected* impacts of downsizing freshmen and transfers students on each unit. This spreadsheet has taken the distribution of new freshmen and transfers and continuing students in fall 2008 in each

college and department and applied the projected changes in the sizes of those respective populations to project enrollments. A projection of this sort cannot be expected to be highly accurate at the level of small units but we hope it will be useful in helping planners to anticipate the magnitude of changes.

The magnitude of enrollment changes for fall 2009 is unprecedented on our campus and therefore hard to grasp. We are hopeful that these tools are helpful.

The January 20th enrollment planning memorandum that provides scheduling guidelines is also at the web link. This year, more than any in recent memory, these guidelines are important.

Because of the significant enrollment downsizing anticipated, there may be a substantial number of temporary faculty for whom work may not be available. It is important that deans and department chairs are fully aware of appropriate contractual issues. Colleges are encouraged to be proactive in working with their chairs on this planning. Any Fall 2009 contract questions should be directed to Rene Castro, Senior Director, Academic Employee Relations, Academic Personnel (rcastro@csulb.edu or x55208).

We do not yet have budget information. Deans will be fully involved in resource planning this spring and specific resource allocations will follow when more budget information becomes available. Although the State of California budget situation is very serious, we are relatively confident that we have adequate resources to meet student needs.

It is vital that we maintain student access to needed courses next year. The President, the Provost, and the Vice-President for Administration and Finance all have repeatedly articulated this imperative. Managing our enrollments and budgets effectively will require a substantial cooperative effort across the university. We are confident that this cooperation will be forthcoming.

Thank you to everyone for hard work to well-serve students.