



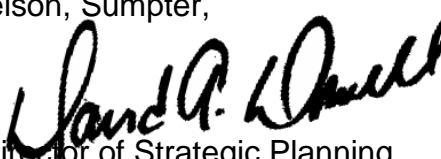
CALIFORNIA STATE UNIVERSITY, LONG BEACH


DIVISION OF ACADEMIC AFFAIRS

January 20, 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

Holly Harbinger, 
Associate Vice President for Academic Personnel

SUBJECT: **Fall 2009 Enrollment Planning**

We are all aware of the State of California budget deficit. As a result of the difficult situation, CSULB will reduce enrollment substantially for the 2009-10 year.

We expect the following enrollment changes for 2009-10:

- Overall campus enrollment will decline about 2,000 headcount students.
- New first-time freshmen will decline to 3,700 (from 4,600 in Fall 2008).
- New transfer students will decline to 2,200 (from 3,200 in Fall 2008).
- There will be some increase in mid-career undergraduates and in demand for 200/300 level major and general education courses due to the relatively large freshman classes in recent Fall terms.
- No change is projected in graduate enrollment. Graduate admissions are decentralized to departments, which are asked to manage admissions to achieve flat graduate enrollment. If any college wants to significantly increase or decrease graduate enrollment, please contact the Provost's office immediately.

President Alexander indicated in his recent memo about the budget that, despite budget constraints, one of our top priorities must continue to be to provide our students a quality education. We need to continue to provide access to the courses students need to progress toward graduation and to ensure courses are scheduled at times to meet student needs. The enrollment management roles of chairs, associate deans, and deans will continue to be critical.

Fall 2009 course scheduling began December 5 and must be completed by March 6, 2009. Our priorities for courses to schedule continue to be as follows:

1. Courses seniors and graduate students need to meet December 2009 and Spring 2010 graduation requirements.
2. Full schedules of classes for first-time freshmen, including remedial courses where needed.
3. Major, general education, and service courses that students need to make progress to degree that are “bottlenecks” (>95% fill rate in recent prior terms).
4. Major, General Education, and service courses that students need to make progress to degree that are high demand (80-95% fill rate in recent prior terms).
5. Other courses that students need to make progress to degree as resources permit.

New reports have been developed by Institutional Research & Assessment to assist with enrollment planning and are being distributed by email on a weekly basis. The attached guide shows how to access the most useful tools for enrollment planning and management.

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 specific budget information, but this is typical for this time of year. 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. 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.