1. Approval of Agenda: The Agenda was approved as submitted.

2. Approval of the March 9 Minutes: The minutes were approved as submitted.

3. Welcome and Chair’s report: To allow sufficient time for a report on campus outreach efforts by the Director of Enrollment Services at the Concord Campus, Marcie McDaniels, it was decided to forego the Chair's Report for this meeting. Dean Wilson introduced Ms. McDaniels to the committee.

4. Old Business: Continuation of Subcommittee Report: Creating an Academic Community: Since our guest, Marcie McDaniels, needed to leave the meeting early, this agenda item was deferred till later.

5. New Business: Subcommittee Report: Enrollment Management: To assist the Committee, Marcie McDaniels passed out a number of documents pertaining to Concord Campus outreach efforts between July 2004 and the present. These included a list of Contra Costa County High School visits from Fall 2004 to Spring 2005, a list of other Outreach events scheduled at various locations around the Bay Area in 2004 and 2005, and a handout prepared for participants in the upcoming “Day of the Teacher.” scheduled at the end of April. These provided a paper trail describing efforts by the Campus to attract local high school and community college students to our programs. In particular, the high school outreach program has successfully targeted a previously overlooked group. Donna Strobel, the Outreach Counselor documented local contact personnel, venue for the visit, any follow-up, and commented on the success of the event as well as the number of students applying to CSUEB. Marcie, Donna and Joanna Cady Aguilar also prepare the Concord Campus Outreach document, which lists programs such as College Night, Transfer Day, West Contra Costa County College Fair, Walnut Creek Business Trade Faire as well as various transfer student presentations and regular advising visits prepared for local community colleges. Ms. McDaniels and the other advisors regularly meet with their counterparts at the community colleges. Some community colleges have what is called a Transfer Advisory Committee, which provides Concord Campus personnel with access to community college campuses. At the high school level, students can be advised to go directly to a CSU Campus or to a convenient community college campus. It was stressed that the role of a student’s parents was crucial in determining whether he/she attends college. So contact with a prospective student’s
parents at various transfer and college night presentations is important. It was also noted that CSUEB labors against the natural tendency for high school and community college counselors to recommend truly exceptional students to UC. And, as has been indicated in our previous minutes, a goal of the Dean has been to develop a blended program, where students can seamlessly transfer from community colleges to the Concord campus. To that end, Ms McDaniels and her staff plan to attend an important transfer conference to be held at the University of Oregon this May.

6. Concord Campus Update and Dean’s report:
   - The first Concord Campus graduation celebration will be held on June 9, at the Hoffman Theatre at the Lesher Center, in Walnut Creek. Students will not be wearing caps and gowns. Details are still to be worked out. The theatre will hold 900 students, family and friends.
   - The important Health Fee Referendum is scheduled for May 11-12. Many of the current health services provided at Concord may need to be curtailed if the referendum fails.
   - Ellen Woodard, Campus Academic Programs Coordinator indicated the current status of Summer and Fall scheduling. There is continued concern about the need to be notified of course offerings, the timing of courses, and the ratio of day and night classes. This latter concern impacts the ability of campus classrooms to accommodate the imbalance in night over day/afternoon classes. There is also a need for more courses that satisfy upper division general education requirements. Courses that are seen as required “bottlenecks” for students need more frequent offerings.
   - The Dean has presented Concord staff with his proposals for Funding Restoration, dependent of course upon funds allocated to the CSU. These include the following areas 1) costs associated with facilities and campus operations, 2) academic personnel (stipends for faculty anchors to work at Concord) and 3), instructional budget funding. This latter item will probably be a long term request by the Dean. Hopefully the so-called “May revise” will see restoration of funding levels to those of one year ago. Key committees such as COBRA and the Budget Steering Committee of the Academic Senate will need to have a Concord Campus presence.
   - The Concord Campus will need to formulate a five year planning process. This process should be realistic within the limits of our current resources. We will start our Strategic planning process later this spring.
   - The Dean suggested that we will probably not need an additional meeting after Monday May 16. However, at our next meeting the Committee will need to assist the Chair in preparing our annual report to the Senate.

7. Old Business: Continuation of Subcommittee Report (moved from above):
   Creating an Academic Community: Due to the early departure of the Dean, this item was deferred till the next meeting.

8. Adjournment: 5:30 PM

Respectfully Submitted,
Steve Philibosian