Chairs’ Meeting 3/17/14

Decision points/Action items

Demonstration of InfoEd e-routing system (SDSURF team)
Nancy will work with Jennie Amison on initiating COE participation and Dean’s office procedures. SDSURF personnel can hold training meetings for PIs. Jose Luis and Nancy will develop a list of potential additional questions to be added to the routing that could assist with reviewing abstracts and budget materials instead of full proposals.

Enrollment targets
Radmila Prislin in Graduate Affairs recently shared with Joe the “show rates” by each specific coded degree program, for the past three years. These determine the “offer admission limit.” (Handout – 3-year average show rates by program, with CSU Mentor data as of 3/10/14)

For COE programs that have demand, Joe wants to make sure that these have sufficient numbers of admissions offers based on show rates.

1. If you reach your limit and would like to make more offers to students, please let Joe/Jose Luis know. These people would be in the queue.
2. If you know that you will only offer admission to a certain number that is lower than your offer admission limit, please tell Joe and Jose Luis so they can offer the slots to another program.

Department-based budgeting
Joe and Jose Luis will meet with each chair, beginning the week of April 14. Chairs should bring their projections of each faculty member’s assignment for Fall 2014 and Spring 2015, to include both tenured/tenure track faculty and lecturers.