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OFFICE OF THE CHANCELLOR

Code: AA-2005-14

To: CSU Presidents

Date: July 1, 2005

**Initial Reply Requested by
Summer Opening Due Date
with Any Update by August 15,
2005**

From: David S. Spence 
Executive Vice Chancellor
Chief Academic Officer

Richard P. West 
Executive Vice Chancellor
Chief Financial Officer

Subject: 2005-2006 Enrollment Planning and Resources

During this year's enrollment planning and resources cycle, we will be working with you and your designated Enrollment Planning & Resources (EPR) Officer:

- To discuss campus enrollment estimates, plans, and proposals, submitted by August 15, 2005, at the August Executive Council meeting;
- To review campus enrollments, estimates, plans, and proposals in September and October 2005;
- To discuss campus enrollment proposals for CY 2006-07 support budget FTES targets before the November 2005 meeting of the Board of Trustees; and
- To make adjustments to the multiyear planning estimates and parameters to support the CY 2007-2008 capital outlay program, as well as multiyear academic and technology planning processes.

This memorandum focuses on providing you and your staff members with detailed information to help us address these issues. We thank you and your staff members in advance for your assistance in working with us.

(continued on the next page)

Distribution: **Enrollment Planning & Resources Officer (designated by the President)**

Vice Presidents/Provosts, Academic Affairs
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Directors, Computer Center
Coordinators, APDB
Chancellor's Office

Enrollment Planning & Resources Submissions: CY 2005-2006 Enrollment Estimates and CY 2005-2006 Enrollment Plans

By the campus' Opening Summer Term due date (see Attachment A with update, if the campus so wishes, no later than August 15, 2005), the campus should email the campus' completed Enrollment Planning & Resources EXCEL workbook of CY 2005-2006 detailed enrollment information and CY 2006-2007 enrollment proposals to Dr. Marsha Hirano-Nakanishi, Assistant Vice Chancellor, Academic Research and Resources, at mhirano-nakanishi@calstate.edu. A copy of the summary page of the EXCEL workbook should be signed by the President (or person designated by the President) and faxed to Hirano-Nakanishi at 562-951-4981.

Thereafter by the campus' Opening Term due date (see Attachment A), the EXCEL workbook should be updated to reflect campus actual census-date enrollments for previous and current terms and updated estimates and plans for subsequent terms.

Initially, the August and Opening Fall EXCEL workbooks will contain campus proposals for CY 2006-07. It is anticipated that the campuses will have CSU budgeted FTES targets shortly after the November 2005 meeting of the Board of Trustees. With the Governor's Budget in January 2006, there should be more clarity about the CY 2006-07 budgeted targets towards which to manage. As such, the winter and spring term opening term EXCEL workbook submissions should reflect actual and estimated CY 2005-06 enrollments, as well as adjusted enrollment plans for CY 2006-07, assuming budgeted FTES targets have been set.

The "2005-06 August and Opening Term Enrollment Planning & Resources EXCEL Workbook" is available at the following URL under the Enrollment Planning Documents section:

http://www.calstate.edu/acadres/enrollment_planning.shtml

If you have any difficulty with the download, please contact Ms. Terry Monzon, who is available at tmonzon@calstate.edu and 562-951-4754.

Detailed coding information, procedures, and tools regarding the Enrollment Planning & Resources EXCEL workbook variables are available at the same URL under the Enrollment Planning Documents section in "References on Enrollment Planning and Resources."

Multiyear Enrollment Planning

The Compact with the Governor calls for the CSU to increase enrollments by 2.5% per year through CY 2010-11. During 2004-05, the Executive Council carefully reviewed campus FTES planning estimates through CY 2010-11, and they were revised and finalized. These multiyear planning estimates, used to support CY 2006-07 capital planning, along with the standard planning parameters and campus summer and off-campus center adjustments are posted as "CY 2005-06 Target and Multiyear Planning Estimates and

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Parameters to Support CY 2006-07 Capital Planning” at the following URL under Targets and Planning Estimates:

http://www.calstate.edu/acadres/enrollment_planning.shtml

Any questions or concerns about the documents should be directed to Marsha Hirano-Nakanishi, mhirano-nakanishi@calstate.edu.

It is anticipated that adjustments to multiyear planning estimates will need to be made only to the extent that CY 2006-07 support budget FTES targets are adjusted. The planning parameters used in capital planning will be posted at the same URL under the link, “Academic, Capital, and Technology Planning Parameters, 2004-05,” when all CY 2004-05 APDB files have been received and processed and output generated. “Academic, Capital, and Technology Planning Parameters, 2003-04” currently are posted at the URL, should academic, technology, and capital planners wish to study the relationship among instruction, technology, and capital issues.

Besides the planning estimates and parameters, campus Enrollment Planning & Resource officers have additional degrees of freedom to allocate the college-year FTES between the academic year and the summer and those with off-campus centers are free to adjust the total CY FTES allocations between the main campus and the off-campus center(s).

We anticipate that revised multiyear enrollment planning figures will be available by December 2005.

Enrollment Reporting: ERS and APDB

A memorandum concerning ERS and APDB data file reporting to Analytic Studies and to the Chancellor’s Office Information Technology Services (CITS), respectively, is being developed separately by Dr. Philip Garcia, Senior Director for Analytic Studies, and Cheryl Kwiatkowski, Senior Director for CITS

Please direct concerns about ERS data file transmissions to Dr. Philip Garcia (pgarcia@calstate.edu), 562-951-4764.

Please direct concerns about APDB data file transmissions via email to Cheryl Kwiatkowski (ckwiatkowski@calstate.edu), 562-951-4270, Cheryl@calstate.edu.

DSS/mjhn

Enrollment Planning & Resources Term Milestone Dates, CY 2005-06

Campus	Summer 05 Classes Begin	Summer 05 Semester/ Quarter Census Date 1*	Opening Summer 05 Semester/Quarter EP&R Submission Due
Bakersfield	20-Jun-05	11-Jul-05	18-Jul-05
Chico	01-Jun-05	19-Aug-05	19-Aug-05
Dominguez Hills	28-May-05	08-Aug-05	15-Aug-05
East Bay	20-Jun-05	11-Jul-05	18-Jul-05
Fullerton	06-Jun-05	19-Aug-05	25-Aug-05
Long Beach	31-May-05	22-Jul-05	20-Jul-05
Los Angeles	20-Jun-05	11-Jul-05	18-Jul-05
Northridge	06-Jun-05	29-Jul-05	05-Aug-05
Pomona	20-Jun-05	11-Jul-05	18-Jul-05
Sacramento	31-May-05	10-Jun-05	17-Jun-05
San Bernardino	22-Jun-05	10-Aug-05	17-Aug-05
San Francisco	06-Jun-05	22-Jul-05	29-Jul-05
San Jose	06-Jun-05	01-Jul-05	08-Jul-05
San Luis Obispo	20-Jun-05	11-Jul-05	18-Jul-05
San Marcos	23-May-05	20-Jul-05	27-Jul-05
Stanislaus	13-Jun-05	01-Aug-05	08-Aug-05
Campus	Fall 05 Classes Begin	Fall 05 Semester/ Quarter Census Date 1*	Opening Fall 05 Semester/Quarter EP&R Submission Due
Bakersfield	13-Sep-05	03-Oct-05	10-Oct-05
Channel Islands	29-Aug-05	26-Sep-05	03-Oct-05
Chico	22-Aug-05	19-Sep-05	26-Sep-05
Dominguez Hills	27-Aug-05	26-Sep-05	03-Oct-05
East Bay	22-Sep-05	13-Oct-05	20-Oct-05
Fresno	22-Aug-05	19-Sep-05	26-Sep-05
Fullerton	22-Aug-05	19-Sep-05	26-Sep-05
Humboldt	22-Aug-05	19-Sep-05	26-Sep-05
Long Beach	29-Aug-05	26-Sep-05	03-Oct-05
Los Angeles	22-Sep-05	12-Oct-05	19-Oct-05
Maritime Academy	06-Sep-05	03-Oct-05	10-Oct-05
Monterey Bay	22-Aug-05	19-Sep-05	26-Sep-05
Northridge	29-Aug-05	26-Sep-05	03-Oct-05
Pomona	22-Sep-05	12-Oct-05	19-Oct-05
Sacramento	29-Aug-05	26-Sep-05	03-Oct-05
San Bernardino	22-Sep-05	12-Oct-05	20-Oct-05
San Diego	31-Aug-05	28-Sep-05	05-Oct-05
San Francisco	24-Aug-05	21-Sep-05	28-Sep-05
San Jose	24-Aug-05	21-Sep-05	28-Sep-05
San Luis Obispo	19-Sep-05	07-Oct-05	14-Oct-05
San Marcos	29-Aug-05	26-Sep-05	03-Oct-05
Sonoma	24-Aug-05	21-Sep-05	28-Sep-05
Stanislaus	07-Sep-05	04-Oct-05	11-Oct-05

Enrollment Planning & Resources Term Milestone Dates, CY 2005-06

Campus	Winter 2006 Classes Begin	Winter 2006 Quarter/Stanslaus Census Date ^{1*}	Opening Winter 2006 Quarter/ Stanislaus EP&R Submission Due
Bakersfield	03-Jan-06	24-Jan-06	31-Jan-06
East Bay	03-Jan-06	25-Jan-06	1-Feb-06
Los Angeles	03-Jan-06	24-Jan-06	31-Jan-06
Pomona	03-Jan-06	24-Jan-06	31-Jan-06
San Bernardino	9-Jan-06	30-Jan-06	07-Feb-06
San Luis Obispo	03-Jan-06	24-Jan-06	31-Jan-06
Stanislaus	04-Jan-06	11-Jan-06	19-Jan-06
Campus	Spring 2006 Classes Begin	Spring 2006 Semester/Quarter Census Date ^{1*}	Opening Spring 2006 Semester/Quarter EP&R Submission Due
Bakersfield	27-Mar-06	17-Apr-06	24-Apr-06
Channel Islands	23-Jan-06	17-Feb-06	24-Feb-06
Chico	23-Jan-06	17-Feb-06	24-Feb-06
Dominguez Hills	21-Jan-06	17-Feb-06	24-Feb-06
East Bay	27-Mar-06	17-Apr-06	24-Apr-06
Fresno	18-Jan-06	14-Feb-06	22-Feb-06
Fullerton	30-Jan-06	27-Feb-06	06-Mar-06
Humboldt	17-Jan-06	13-Feb-06	20-Feb-06
Long Beach	24-Jan-06	22-Feb-06	28-Feb-06
Los Angeles	27-Mar-06	17-Apr-06	24-Apr-06
Maritime Academy	9-Jan-06	06-Feb-06	13-Feb-06
Monterey Bay	23-Jan-06	17-Feb-06	24-Feb-06
Northridge	30-Jan-06	24-Feb-06	03-Mar-06
Pomona	27-Mar-06	17-Apr-06	24-Apr-06
Sacramento	23-Jan-06	17-Feb-06	24-Feb-06
San Bernardino	03-Apr-06	21-Apr-06	1-May-05
San Diego	18-Jan-06	14-Feb-06	21-Feb-06
San Francisco	30-Jan-06	24-Feb-06	03-Mar-06
San Jose	25-Jan-06	21-Feb-06	28-Mar-06
San Luis Obispo	27-Mar-06	17-Apr-06	24-Apr-06
San Marcos	17-Jan-06	13-Feb-06	20-Feb-06
Sonoma	30-Jan-06	27-Feb-06	06-Mar-06
Stanislaus	14-Feb-06	13-Mar-06	20-Mar-06

*Based on the concept of semester/quarter census dates following begin dates.

Notes

¹ Census date is defined as the close of business on the published calendar day.