


MEMORANDUM


Code: AA-2007-24

**Initial Fall Reply Requested by Opening
Term due date (see Attachment A)**

To: Presidents

Date: August 31, 2007

From: Gary W. Reichard 
Executive Vice Chancellor
Chief Academic Officer

Richard P. West 
Executive Vice Chancellor
Chief Financial Officer

Re: 2007-08 Enrollment Planning and Resources Cycle

Thank you for your input at Executive Council regarding CY 2007-08 enrollments and considerations concerning CY 2008-09 support-budget FTES levels. During the balance of this year's enrollment planning and resources cycle, we will be working with you:

- To review campus enrollments, estimates, and plans in September/October 2007;
- To discuss and finalize campus CY 2008-09 support budget FTES targets for release after the November 2007 meeting of the Board of Trustees;
- To develop revised multiyear planning estimates that support the campuses' CY 2009-10 capital outlay program plans, as well as multiyear academic and technology planning processes; and
- To respond to the State's call for by-campus planning estimates through CY 2020-21.

Campus outreach, admissions, registration, and institutional research officers are essential to the enrollment planning and resource processes. Enrollment Planning & Resources officers also should be prepared to work with other campus officers on enrollment-related processes in academic, budget, technology, and capital planning.

(continued on the next page)

Distribution: Enrollment Planning & Resources Officer (designated by the President)
Vice Presidents/Provosts, Academic Affairs
Vice Presidents, Administration
Vice Presidents/Deans, Student Affairs
Vice Presidents, Information Resources Management
Deans, Extended Education
Chief Budget Officers
Chief Facilities Planners/Executive Deans
Chief Enrollment Management Officers
Chief Academic Programs Planners
Chief Academic Resource Planners
Directors, Institutional Research
Deans/Directors, Admissions and Records
Directors, Computer Center
Coordinators, APDB

CSU Presidents
AA-200-24
Presidents
August 31, 2007
Page 2

Campuses have raised concerns about the difficulty of updating detailed campus enrollment management reports and plans one week after the campus' term census-date. Support budget and capital planning processes also increasingly are requiring information to respond to planning and accountability requests in Sacramento.

In response to these issues, we begin the academic year EP&R cycle by requesting that an Opening Term EXCEL spreadsheet be submitted each term. This spreadsheet provides information about term resident and NRT enrollments and estimates for the college-year, along with information regarding nursing and independent Ed.D enrollments, as well as new student enrollments.

At the campus' Opening Term due date (see Attachment A), the 2007-08 Opening Term EXCEL spreadsheet, which will be emailed to your campus Enrollment Planning & Resources officer, should be completed and emailed to Dr. Marsha Hirano-Nakanishi, Assistant Vice Chancellor of Academic Research and Resources, at mhirano-nakanishi@calstate.edu

As noted above, we will be communicating directly with you about CY 2008-09 resident FTES targets and anticipate that resident targets will be finalized for release after the November meeting of the Board of Trustees. We hope that together we also will finalize multiyear planning estimates that include resident and NRT FTES at about the same time or shortly thereafter. With multiyear planning estimates in hand, campus EP&R officers can, then, delineate main campus and off-campus center multiyear plans, as well summer and other non-capacity instructional expectations. In addition, in response to a State request, we will be asking campuses to provide a description of their efforts in expanding state-supported summer instruction.

GWR/RPW/mjhn

Enrollment Planning & Resources Term Milestone Dates, CY 2007-08

<i>Fall 2007</i>			
Campus Name	Classes Begin	Semester/Quarter Census Date	EP&R Opening Term Excel Spreadsheet Due
Bakersfield	10-Sep-07	28-Sep-07	05-Oct-07
Channel Islands	27-Aug-07	24-Sep-07	01-Oct-07
Chico	27-Aug-07	24-Sep-07	01-Oct-07
Dominguez Hills	27-Aug-07	24-Sep-07	01-Oct-07
East Bay	26-Sep-07	16-Oct-07	23-Oct-07
Fresno	27-Aug-07	24-Sep-07	01-Oct-07
Fullerton	20-Aug-07	17-Sep-07	24-Sep-07
Humboldt	20-Aug-07	17-Sep-07	24-Sep-07
Long Beach	04-Sep-07	01-Oct-07	08-Oct-07
Los Angeles	20-Sep-07	10-Oct-07	17-Oct-07
Maritime Academy	04-Sep-07	01-Oct-07	08-Oct-07
Monterey Bay	27-Aug-07	24-Sep-07	01-Oct-07
Northridge	23-Aug-07	20-Sep-07	27-Sep-07
Pomona	20-Sep-07	10-Oct-07	17-Oct-07
Sacramento	04-Sep-07	01-Oct-07	08-Oct-07
San Bernardino	20-Sep-07	10-Oct-07	17-Oct-07
San Diego	27-Aug-07	24-Sep-07	01-Oct-07
San Francisco	27-Aug-07	24-Sep-07	01-Oct-07
San Jose	23-Aug-07	20-Sep-07	27-Sep-07
San Luis Obispo	17-Sep-07	05-Oct-07	12-Oct-07
San Marcos	23-Aug-07	20-Sep-07	27-Sep-07
Sonoma	21-Aug-07	18-Sep-07	25-Sep-07
Stanislaus	05-Sep-07	02-Oct-07	9-Oct-07
<i>Winter 2008</i>			
Campus Name	Classes Begin	Semester/Quarter Census Date	EP&R Opening Term Excel Spreadsheet Due
Bakersfield	02-Jan-08	23-Jan-08	30-Jan-08
East Bay	07-Jan-08	28-Jan-08	04-Feb-08
Los Angeles	02-Jan-08	23-Jan-08	30-Jan-08
Pomona	07-Jan-08	28-Jan-08	04-Feb-08
San Bernardino	07-Jan-08	28-Jan-08	04-Feb-08
San Luis Obispo	07-Jan-08	28-Jan-08	04-Feb-08
Stanislaus	03-Jan-08	10-Jan-08	17-Jan-08

Enrollment Planning & Resources Term Milestone Dates, CY 2007-08

<i>Spring 2008</i>			
Campus Name	Classes Begin	Semester/Quarter Census Date	EP&R Opening Term Excel Spreadsheet Due
Bakersfield	24-Mar-08	14-Apr-08	21-Apr-08
Channel Islands	22-Jan-08	18-Feb-08	25-Feb-08
Chico	28-Jan-08	22-Feb-08	29-Feb-08
Dominguez Hills	28-Jan-08	22-Feb-08	29-Feb-08
East Bay	01-Apr-08	21-Apr-08	28-Apr-08
Fresno	15-Jan-08	12-Feb-08	19-Feb-08
Fullerton	22-Jan-08	19-Feb-08	26-Feb-08
Humboldt	22-Jan-08	18-Feb-08	25-Feb-08
Long Beach	28-Jan-08	22-Feb-08	29-Mar-08
Los Angeles	24-Mar-08	14-Apr-08	21-Apr-08
Maritime Academy	07-Jan-08	04-Feb-08	11-Feb-08
Monterey Bay	22-Jan-08	18-Feb-08	25-Feb-08
Northridge	22-Jan-08	18-Feb-08	25-Mar-08
Pomona	01-Apr-08	21-Apr-08	28-Apr-08
Sacramento	28-Jan-08	22-Feb-08	29-Feb-08
San Bernardino	01-Apr-08	21-Apr-08	28-Apr-08
San Diego	22-Jan-08	18-Feb-08	25-Feb-08
San Francisco	24-Jan-08	20-Feb-08	27-Feb-08
San Jose	23-Jan-08	19-Feb-08	26-Feb-08
San Luis Obispo	01-Apr-08	21-Apr-08	28-Apr-08
San Marcos	19-Jan-08	15-Feb-08	22-Feb-08
Sonoma	28-Jan-08	25-Feb-08	03-Mar-08
Stanislaus	13-Feb-08	11-Mar-08	18-Mar-08