**Integrated Planning Council Notes of January 8, 2019**

**Present:** Z. Toro, L. Bigelow, C. Casamento, C. Galligan, D. Dauwalder, P. Troiano, S. Cintorino, M. Jackson, K. Kollar

**Submissions Under Review**

* L. Bigelow reported that Counselor Education recently submitted a new proposal for updated lab technology in the amount of $39,140. This request would meet the objectives of two graduate programs (approximately ten classes), which utilize the technology to perform and observe mock counseling sessions. Some of the equipment used by the department will not move over to the new location, and the potential student impact is quite large if the equipment is not obtained in a timely manner. L. Bigelow noted that this request was referred to the ITC for review.

A brief discussion occurred regarding the request. C. Casamento noted that upon review of the proposal she came up with a total that was almost $10,000 more, and she asked L. Bigelow to confirm the total amount requested. L. Bigelow stated that the ITC can put this request on the agenda for its February 1 meeting; however, Z. Toro stated that this issue should be resolved before then due to the possible student impact that the absence of equipment would cause. Z. Toro expressed concern that this need was not addressed sooner, and she stated that it is extremely important that the students in these programs don’t go without this technology for an entire semester. She added that the IPC should also consider how much work has been put into this request. S. Cintorino agreed, noting that this is not “plug and play” technology – the equipment will take time to order and install. He stated that he will look into the proposals and see just how long it would take to get the equipment up and running.

Due to the possible negative student impact, the Council ultimately decided it would be best to reject the proposal from the portal and split the funding responsibility between Academic Affairs, Facilities and IT. Z. Toro then asked C. Casamento, D. Dauwalder, S. Cintorino and C. Galligan to work out the details and get this issue resolved as soon as possible.

* M. Jackson noted that Steve Cohen will present on the Five Year Academic plan at the next Senate meeting. A correction to the last IPC minutes was then made, as they incorrectly stated that Steve would be presenting on the Writing Center proposal.

D. Dauwalder noted that Steve’s proposal may need significant revision. M. Jackson agreed, stating that it would include Writing across the Curriculum as well as the Five Year Academic Plan, which are two very complex ideas. The proposal would also need to go to the Curriculum Committee for review. Z. Toro then suggested that D. Dauwalder have a discussion with Steve to explain the revisions necessary to the Writing Across the Curriculum proposal for the IPC to consider this proposal it again in the future.

**Financial Implications of Potential Enrollment Decline for Spring 2019**

C. Casamento provided two handouts to the group – one showing the financial impact of a decline in occupancy and one showing the financial impact due to a decline in enrollment. The Council then studied and discussed the handouts, noticing how much even slight declines in enrollment and occupancy can impact the bottom line.

Z. Toro noted that the examples provided in the handouts caused a decline in revenue of almost $2 million combined, which is a significant amount for just one semester. She then stated that it is important for the University to consider out-of-the-box suggestions to try to prepare for any future declines in enrollment and/or other financial strains. For example, Residence Life recently requested to pilot a program where students of legal drinking age would be allowed to have alcohol on campus. Z. Toro stated that this is a great example of a new idea that could potentially keep students on campus and help CCSU to reach its enrollment goals.

C. Casamento then began a discussion regarding the negative impact that students in poor academic standing has on enrollment and occupancy numbers. The group agreed it seems unclear how many students are currently either losing housing status or not enrolling due to poor academic performance. C. Casamento stated that it would be helpful to have some data on students who are currently on academic probation, including whether or not they live on campus and which programs they are enrolled in. This data could help to pinpoint possible recurring issues affecting retention rates. Z. Toro agreed, and she stated that she would ask Yvonne Kirby for a semester breakdown and detailed analysis of the retention rate for the last five years.

C. Galligan also mentioned that the Foundation assists with tuition payments for some students with financial issues. He then asked if it was clear what kind of impact this assistance had on retention. C. Casamento agreed that it would be helpful to know whether the investments that CCSU is making in these students actually had an impact on the retention numbers. Z. Toro assured the group that the new Associate Vice President of Enrollment Management will focus on these types of issues.

**Action Items:**

* Z. Toro asked C. Casamento, D. Dauwalder, S. Cintorino and C. Galligan to work out the details regarding Counselor Education’s request for lab technology and resolve the issue as soon as possible.
* Z. Toro asked D. Dauwalder to have a discussion with Steve Cohen regarding necessary revisions to his Writing Across the Curriculum proposal.
* Z. Toro will ask Yvonne Kirby for a semester breakdown and detailed analysis of the retention rate for the last five years.

**Next Meeting: February 1, 2019**