Enrollment Management Unit
Interim Report (January 1, 2015 – April 17, 2015)

EMU continues to coordinate and initiate activities intended to enhance the undergraduate students’ experience at AUB.

**Spring 2014-15 New Student Orientation**

EMU conducted IT training for ushers using multiple-choice test practices and was actively involved on site during the orientation event and “on-line course registration” training. EMU chair presented to new students information on AUB Academic rules and regulations.

**University Recruitment Committee**

EMU in coordination with the Graduate Council, Office of Admissions, Office of International Programs, and Office of Student Affairs is developing AUB’s Recruitment strategy which will be publicly available once approved by the Office of the Provost. EMU contacted the cultural attache’s of Saudi Arabia, Iraq, and Kuwait to have AUB as hosted institution for students who are funded through their advertised scholarship programs.

**Students with special needs**

The special needs policy was discussed and revised by the committee. Infrastructure and services documents will be approved in future committee meetings. The students with special needs proposal will be submitted to the Office of the Provost first week of June 2015.

**Sophomore and Freshman Admissions Committees**

The committees met regularly in February and April 2015 to discuss and issue decisions on spring and fall admissions.

**Classroom scheduling**

To promote good practice and ongoing awareness, EMU launched a new “Classroom Utilization Statistics” web page on EMU web site to endorse the effective use of classrooms. The web page includes information useful to all faculties such as dashboards, headcounts, CRN counts, classrooms capacities and semester based assessment reports on Space Usage Efficiency.

**Seats Enrollment Projections**

To ultimately reduce the number of “closed section” failure messages faced by students during “on-line registration”, EMU with the help of the University Statistician piloted a new initiative to provide Chairs of FAS Departments with projected seat enrollments in specific high demand service courses prior to online registration. Several meetings were held with Chairs to identify the high demand courses. Chairs welcomed the idea of adjusting their course capacities in line with our projections. Other initiatives or Banner features were shared with Chairs to better manage New and Continuing Students’ on-line registration by reserving seats for New Students. Moreover, Banner step by step guidelines were shared with Chairs. In the near future, this initiative will be expanded to encompass other departments and faculties.

**“Student satisfaction” Data analysis**

To improve student services at AUB, EMU analyzed data from OIRA surveys, as well as from AUBsis and course scheduling practices, and prepared a report on student satisfaction in the following areas: “On-line registration”, “Advising”, “New Student Orientation Program”, “Official document submission” and “Dorms”. Recommendations and a future action plan for improving satisfaction of students in these areas will be discussed by the Institutional Academic Committee before implementation.

Hala Muhtasib, Chair of Enrollment Management Unit