

ATTACHMENT 2

NORTHEASTERN ILLINOIS UNIVERSITY Enrollment Management Structure

The enrollment planning structure for Northeastern Illinois University is intended to accomplish the following:

- Develop and implement an enrollment plan that embodies Northeastern's vision, mission, and values to achieve the optimal recruitment, retention and graduation of students
- Develop and recommend short term and long term enrollment planning goals
- Develop and implement a plan to improve time-to degree metrics
- Develop and implement key performance indicators to assess progress
- Prepare an annual report

STRUCTURE:

Enrollment Management Council

Charge:	Develop and implement an enrollment plan for NEIU
Reporting Line:	President
Chair:	Provost and Vice-President for Academic Affairs
Membership:	Vice-Presidents Executive Director, Enrollment Services Dean of the Graduate College Director of Institutional Studies Faculty Representative

Undergraduate Admissions/Recruitment Team:

Charge:	Develop and execute strategic recruitment plans to meet new undergraduate student goals as established by the Enrollment Management Council. Coordinate recruitment and outreach plans, develop strategic communication strategies and collaborate to achieve customer service excellence.
Reporting line:	Enrollment Management Council
Chair:	Admissions Director
Membership:	Director of Financial Aid Director of Scholarships Director Proyecto Pa'Lante/Project Success

**Northeastern Illinois University
Enrollment Management Structure
September 20, 2007**

Director or Representative El Centro
Director or Representative of CCICS
University Center of Lake County representative
Director of Public Relations
Admissions Records Manager
Honors Program Director
Nontraditional Program Director
Assistant Dean for Student Orientation
International Student Office representative
Director Adult and Women Students Program
Academic Colleges representatives

Undergraduate Retention Team

Purpose: Develop and implement a retention plan to improve undergraduate student progression rates and graduation outcomes.

Reporting Line: Enrollment Management Council

Co- Chair: Provost and Vice-President for Academic Affairs
Executive Director, Enrollment Services

Membership: Deans, Academic Colleges/Academic Development
Director of Academic Advising
Director of Student Activities
Dean of Students
President, Student Government
Director of Placement
Registrar
College Faculty Representatives
Director of FYE
Executive Director of Assessment
Coordinator of Assessment and Testing
Assistant Director, University Computing

Graduate Recruitment and Retention Team

Purpose: Develop and implement enrollment plans to meet graduate student recruitment, enrollment and retention goals and graduation outcomes.

Reporting Line: Enrollment Management Council

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Enrollment Management Structure
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Chair: Dean of the Graduate College

Membership: Deans from of each academic college
Assistant Dean of Graduate Programs
Coordinator of Graduate Admissions
Graduate Student Representative
Director of Public Relations
Executive Director of Assessment

Student Enrollment Services Advisory Group:

Purpose: Provide input and feedback to foster improvements in the delivery of enrollment and student services to enhance student learning and success.

Reporting Line: Enrollment Management Council

Chairs: Dean of Students

Membership: Undergraduate Students (5) - Representation to include full time and part time, day and evening students
Graduate Students (3)
Bursar
Director of Advising
Registrar
Executive Director of Enrollment Services
Director of Financial Aid