Deans, Directors, Department Chairs, and Administrative Officers

Dear Colleagues,

The UC Office of the President has initiated a system-wide enrollment planning exercise and is asking the campuses to provide its projected enrollments in graduate and undergraduate degree programs through 2020-21. Each campus must submit its plan to UCOP by April 30, 2013.

UCLA’s undergraduate plan is being developed centrally. The graduate enrollment planning effort is divided into two phases: a short-term effort to meet the immediate deadline, and a longer-range effort that will be fully integrated with undergraduate planning. An overview of these efforts is provided here:

To prepare the short-term graduate enrollment plan, we are asking departments and IDPs to complete a brief survey for each degree program into which students are admitted. This includes all current state-supported programs, programs with professional degree supplemental tuition, self-supporting programs, and new programs that may be implemented between now and 2020-21.

Instructions
The department or IDP chair, or his/her designee, should complete by April 17 (11:59 p.m.) ONE SURVEY FOR EACH DEGREE PROGRAM into which students are directly admitted. The link to the survey is here:

Data to assist you in completing the survey are available on the link below. The first page is a guide to the specific data you might find helpful as you address each question.

Your responses will be sent to your dean to assist him/her in generating numerical projections, and in crafting a brief narrative response for your division or school that will feed into the overall campus plan that is submitted to UCOP. The campus and UCOP will treat the projections as estimates, subject to change as more in-depth discussions at the program and campus level proceed and as external circumstances warrant.

The EVC/Provost, Deans and I recognize that we are asking for a very fast turnaround on a complex task. Thank you in advance for helping us meet the UCOP deadline and for your early contributions to our comprehensive long-range enrollment planning efforts.

If you have any questions, please e-mail me at rgarrell@grad.ucla.edu or Assistant Vice Provost Sam Bersola at sbersola@grad.ucla.edu.

With best regards,

Robin L. Garrell
Vice Provost for Graduate Education
Dean, Graduate Division