

**MEADVILLE LOMBARD THEOLOGICAL SCHOOL**  
**Going Forward: Changing Lives to Change the World**  
**Enrollment Planning**

**Baseline for Dashboard Indicators**

**PROSPECTS:**

- 1. Inquiries: 235
- 2. On-campus Visits: 60
- 3. Public Events: 3
- 4. Web site hits: 4100

**ADMISSIONS:**

- 1. Headcount: 134
- 2. New applicants: 45
- 3. Applicants Registered: 31
- 4. Received Financial Aid: 70
- 5. Full time equivalency: 45
- 6. Registered by degree:
 

|                |           |
|----------------|-----------|
| Residential:   | 12 M.Div. |
| Modified Res.: | 15 M.Div. |
|                | 1 MA      |
|                | 2 D.Min.  |

**RETENTION:**

- 1. Second-FourthYear: 68

**GRADUATION:**

- 1. Total Graduates: 17
- 2. Graduates by Degree:
 

|         |    |
|---------|----|
| M. Div. | 13 |
| MA      | 2  |
| D.Min.  | 2  |

# GOING FORWARD ENROLLMENT PLANNING DATA SETS

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|                                    | 2003/04      | 2004/05      | 2005/06      |
|------------------------------------|--------------|--------------|--------------|
| <b>ADMISSIONS:</b>                 |              |              |              |
| Number of Applicants Registered    | 105          | 103          | 96           |
| Number Including Students At Large | 139          | 139          | 134          |
| Number Receiving Financial Aid     | 63           | 76           | 68           |
|                                    |              |              |              |
| Total Course Taken                 | 476          | 469.17       | 410.5        |
| Fulltime Courseload Hours          | 9            | 9            | 9            |
| <b>Total FTE</b>                   | <b>52.89</b> | <b>52.13</b> | <b>45.61</b> |
| <u>Residential FTE:</u>            |              |              |              |
| Meadville Courses                  | 28.11        | 24.96        | 16.82        |
| UC Courses                         | 3.67         | 5.56         | 6.22         |
| Cluster Courses                    | 1.89         | 3.67         | 3.22         |
| <u>Non-Residential FTE:</u>        |              |              |              |
| D. Min FTE                         | 2.56         | 2.33         | 2.39         |
| MRP M. Div FTE                     | 11.56        | 10.94        | 12.41        |
| MRP M.A. FTE                       | 0            | 0            | 0            |
| Students at Large FTE              | 5.89         | 5.22         | 4.56         |
|                                    |              |              |              |
| Number Registered by Degree:       |              |              |              |
| M. Div                             | 85           | 86           | 80           |
| M.A.                               | 6            | 7            | 6            |
| D. Min                             | 14           | 10           | 10           |
|                                    |              |              |              |
| <b>RETENTION:</b>                  |              |              |              |
| 2nd Year Students                  | 22           | 20           | 21           |
| 3rd Year Students                  | 28           | 22           | 18           |
| 4th Year and more Students         | 18           | 29           | 30           |

### Enrollment Planning Data Sets for the past three years

Response to questions:      Prospects 1, 2  
    Admissions 1, 2  
    Retention 1, 2  
    Graduation 1, 2

10-04-06

|  | 2006-07                      | 2005-06                      | 2004-05             | 2003-04            |
|--|------------------------------|------------------------------|---------------------|--------------------|
| Inquiries  |                              | 234*                         | 279*                | n/a                |
| Campus Visits  |                              | 61                           | 54                  | n/a                |
| Public Events  |                              | 3                            | 2                   | n/a                |
| Applicants (for subsequent academic year)                      |                              | 45                           | 32                  | 38                 |
| “ registered in subsequent academic year)                      |                              | 31                           | 26                  | 22                 |
| Number in entering class: <b>Residential</b>                   | 12 M.Div                     | 10 M.Div<br>2 M.A            | 7 M.Div<br>2 M.A    | 16 M.Div           |
| Number in entering class: <b>Modified Res.</b>                 | 15 M.Div<br>1 M.A<br>3 D.Min | 10 M.Div<br>1 M.A<br>3 D.Min | 12 M.Div<br>1 D.Min | 6 M.Div<br>3 D.Min |
| Retained from Entering Class: <b>Residential</b>               |                              | 8 M.Div<br>2 M.A             | 6 M.Div<br>2 M.A    | 15 M.Div           |
| Retained from Entering class: <b>Modified Res.</b>             |                              | 10 M.Div<br>1 M.A<br>3 D.Min | 10 M.Div<br>1 D.Min | 6 M.Div<br>3 D.Min |
| <b>Total Graduates</b>   |                              | 17                           | 16                  | 14                 |
| M.Div  |                              | 13                           | 13                  | 12                 |
| M.A.   |                              | 2                            | 2                   | 1                  |
| D.Min  |                              | 2                            | 1                   | 1                  |
| <b>Placements</b>  |                              | 16                           | 16                  | 12                 |
| Parish Ministry  |                              | 8                            | 12                  | 8                  |
| Religious Education  |                              | 2                            | 1                   | 1                  |
| Community Ministry   |                              | 5                            | 1                   | 2                  |
| Other Leadership   |                              | 1                            | 2                   | 1                  |
|  |                              |                              |                     |                    |
|  |                              |                              |                     |                    |
| <b>* Data criteria and collection method differs each year</b> |                              |                              |                     |                    |
|  |                              |                              |                     |                    |
|  |                              |                              |                     |                    |
|  |                              |                              |                     |                    |

October 10, 2006

VOCATIONAL PATH OF MEADVILLE ALUMNI/AE

| <u>Ministry</u>        | <u>Total</u> | <u>Active</u> | <u>Retired</u> | <u>Inactive</u> |
|------------------------|--------------|---------------|----------------|-----------------|
| Parish                 | 211          | 126           | 53             | 32              |
| Community Service      | 12           | 10            | 1              | 1               |
| Education              | 22           | 18            | 0              | 4               |
| Chaplaincy             | 6            | 6             |                |                 |
| Counseling             | 2            | 2             |                |                 |
| Denominational Service | 6            | 6             |                |                 |
| TOTAL                  | 259          | 168           | 54             | 37              |

Approximate Number of Alums not in Fellowship with the UU A160

# COURSE STATISTICS

|             |         |                    | RESIDENTIAL                     |  |
|-------------|---------|--------------------|---------------------------------|--|
|             | Courses | Number of Students | Avg Net Tuition by # of Courses |  |
| Fall 2003   | 1       | 2                  | 716.00 *                        |  |
|             | 2       | 11                 | 1,271.00 *                      |  |
|             | 3       | 25                 | 2,148.00 *                      |  |
| Winter 2004 | 1       | 6                  | 716.00 *                        |  |
|             | 2       | 15                 | 1,271.00 *                      |  |
|             | 3       | 15                 | 2,148.00 *                      |  |
| Spring 2004 | 1       | 24                 | 716.00 *                        |  |
|             | 2       | 12                 | 1,271.00 *                      |  |
|             | 3       | 16                 | 2,148.00 *                      |  |
| Summer 2004 | 1       |                    |                                 |  |
|             | 2       |                    |                                 |  |
|             | 3       |                    |                                 |  |
| Fall 2004   | 1       | 11                 | 716.00 *                        |  |
|             | 2       | 15                 | 1,271.00 *                      |  |
|             | 3       | 17                 | 2,148.00 *                      |  |
| Winter 2005 | 1       | 12                 | 716.00 *                        |  |
|             | 2       | 13                 | 1,271.00 *                      |  |
|             | 3       | 20                 | 2,148.00 *                      |  |
| Spring 2005 | 1       | 17                 | 716.00 *                        |  |
|             | 2       | 14                 | 1,271.00 *                      |  |
|             | 3       | 17                 | 2,148.00 *                      |  |
| Summer 2005 | 1       |                    |                                 |  |
|             | 2       |                    |                                 |  |
|             | 3       |                    |                                 |  |
| Fall 2005   | 1       | 9                  | 752.00 *                        |  |
|             | 2       | 6                  | 1,504.00 *                      |  |
|             | 3       | 17                 | 2,256.00 *                      |  |
| Winter 2006 | 1       | 9                  | 752.00 *                        |  |
|             | 2       | 11                 | 1,504.00 *                      |  |
|             | 3       | 13                 | 2,256.00 *                      |  |
| Spring 2006 | 1       | 16                 | 752.00 *                        |  |
|             | 2       | 9                  | 1,504.00 *                      |  |
|             | 3       | 8                  | 2,256.00 *                      |  |



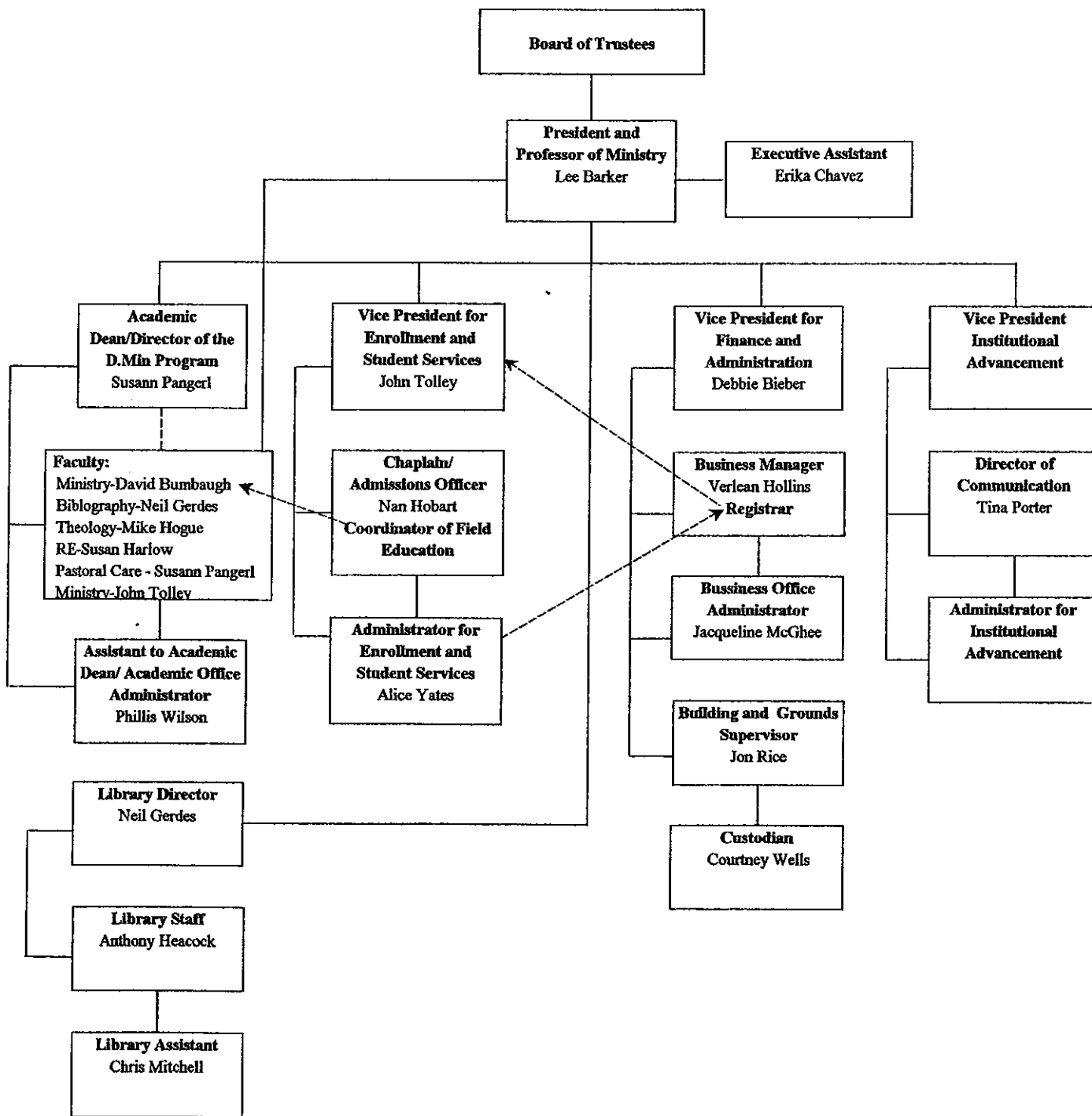




# MEADVILLE LOMBARD ORGANIZATION STRUCTURE

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8/31/2006



## Operational Issues/Possible Solutions

### I. Issue: Fragmented Operations System for Admissions/Registration

#### Possible Solutions:

- Define tasks
- Establish work flow procedures
- Define and clarify responsibilities of employee positions
- Know deadlines to avoid crisis managing to assist in prioritizing
- Consider how workflow affects other departments
- Review and update official forms used for records
- Automate these processes as much as possible (at present 3-computer systems are being used to complete a process allowing a fragmented system which can produce errors)
- Set up a cross check system to increase accuracy
- Send confirmations to students of registrations

(Overall effect will be time efficiency/improved accuracy/dependable reports/follow thru and better response time)

### II. Issue: Interdepartmental Relations & Communications (Departments are working independently creating lack of communication, understanding, and coordination of information)

#### Possible Solutions:

- Response time and follow thru (earn confidence)
- Determine what other departments need from our process and how that affects their work flow
- Develop a cross-check system between departments (Academic, Admissions & Enrollment/Registration)
- Know deadline and lead time needed
- Develop interdepartmental communication and cooperation
- Communication between faculty and enrollment for cross check between attendance and registration (make sure we have notice of any student appearing and not on the roster or student who is a no show to process drop /add invoicing)

#### Conclusion

Meadville could benefit by having a middle management operations coordinator/interdepartmental liaison to coordinate workflow, efficiency, communications, and technical support for computer systems.

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We have made progress on many of these issued over the last months.

The Blackbaud computer system has been upgraded and is less cumbersome and more user friendly than before. It was necessary to adapt many of the functions to fit our needs as a graduate school. We have added access to faculty for their convenience getting information and that will be more helpful in the future when we are able to have more licenses available for access availability. There will be a short training with a procedures sheet for the faculty on using Blackbaud for their needs. A procedures guide is being developed to reflect these adaptations and provide ease of training any new personnel.

Access is now also available for the academic department. A procedures sheet is ready for them to be trained for Blackbaud. This will be a great efficient tool for them to get the information they need in a timely manner. It will also give us a cross check of shared information that greatly affects both departments.

Phase 1 of auditing the current student transcripts has been done in order to get the transcript off of the word processing system and into Blackbaud. This allow that part of the process to be automated and is recorded at the point of registration for much better accuracy.

The student/faculty/staff directory is in process of being entered into Blackbaud for much easier updating. Changes to students/faculty/staff profile records will automatically update the directory.

I believe the communication and cooperation between departments has improved greatly.

Our next step is to tie in the admissions/registration/enrollment by using Blackbaud throughout the process from inquiry to enrollment. I will start training the student assistants this fall.

I will continue to address and evaluate the above-mentioned issues and solutions.

9/21/06

Alice F. Yates