

Enrollment Management Subcommittee

February 8, 2017; 3:30 pm

UC Room 233

Minutes (approved 3/1/17)

Members in attendance:

Emilia Bak, ARTS (to 2018)

Melody Chuang, EDUC (to 2018)

Robin Snead, LETT (to 2017), Chair

Rachel Smith, NS&M (to 2017), Secretary

Shilpa Regan, S&BS (to 2018)

Stewart Thomas, Interim Associate Vice Chancellor for Enrollment (ex officio)

Derek Oxendine, Director, Center for Student Success (ex officio)

Members not in attendance:

TBD, Student Government Association Representative

Guests:

Melissa Schaub

Ray Buehne, DoIT

Tyler Dylan and Kate Matthews- Representatives from EAB Student Success Collaborative Campus

Pine Needle Staff member

1. The meeting was called to order at 3:28pm.
2. The minutes of the January 11, 2017 meeting were approved with minor corrections.
3. The agenda was adopted as circulated.
4. Brief presentation and Q&A with the Educational Advisory Board on the Student Success Collaborative Campus

Tyler Dylan gave the subcommittee an overview of the Student Success Collaborative Campus, a web-based application, which includes a system for recording and sharing notes on advisees and an advising appointment scheduling tool. It also has the capacity to analyze student patterns and markers in order to fit our students to a model which will be able to predict whether or not a given student is at risk for probation/suspension or for failing to complete their degree. It is able to pull data about the student and his/her courses from Banner. The implementation of the program across campus will begin with pilot groups. One major goal of the SSCC is to move from a passive to a more actively engaged advising model. Other goals include increasing retention and graduation rates and increasing the 4-year graduation rate for Native American students.

Members of the committee suggested that it would be useful to be able to see the Major GPA for an advisee from the main window of the software and discussed ways to make this possible. It is also possible that the CCSS could link to the DARS degree audit for each student. Besides advisers, the Distance Education and Military and Veteran Services Offices will have access to student advising files and all faculty will be able to view all students files, not just those for their own advisees.

5. Report from the Chair

a. The Chair reported that minor language revisions to the Military Student Success Policy language and forms had been passed by Faculty Senate.

b. Communication with the Provost—faculty notification regarding incomplete grade contract

Chair Snead communicated with Interim Provost Billingsley who indicated his willingness to send an email explaining the new policy on creating a contract with a student requesting an incomplete grade in a course but asked us to draft the language in the communication. The Chair will draft language for this communication and circulate it to the other subcommittee members for input.

The subcommittee also noted that the communication should include a statement about the appropriate uses of an incomplete grade since some faculty are giving incompletes when students have not requested them. The subcommittee (and specifically the Chair) has asked the Registrar to add a reminder about the requirement for the development of an Incomplete Contract in Braveweb which would be activated whenever a faculty member inputs an “I” grade.

c. Communication with the Registrar regarding changing students’ graduation date/ graduation clearance process

The Chair passed along the subcommittee’s request that student’s graduation date not be changes as a result of poor midterm grades in their final semester(s). Students will still be notified that their midterm grades would not qualify them for graduation but their graduation date will not be revised as a result.

6. Report from Interim Associate Vice Chancellor for Enrollment Stewart Thomas

Dr. Thomas indicated that he is in constant contact with the Admissions Office. Admissions for next fall are down due a delay in signing the contract with Royall and Hurricane Matthew. Transfer admissions are up from the target by roughly 10 students however undergraduate admissions are down by 145 students. 1600 is target for new freshman and transfers combined. The Admissions staff is currently focused on processing applications currently completed. There are currently several vacancies in the Admissions Office which is making this difficult.

7. Unfinished Business

The proposal to change how a grade of incomplete is calculated was passed.

8. New Business

- a. Concern with students added to full classes after drop/add date without permission of faculty members

Several reports of students being added to faculty's roster after the drop/add deadline without the instructor's permission have been passed on to the subcommittee. Interim AVC Thomas indicated he would look into this matter further.

- b. Academic Standing Policy—proposal for revision from The Office of the Registrar, The Office of Financial Aid, and the Center for Student Success

The subcommittee members provided feedback on clarifying the language but ultimately agreed to allow Dr. Oxendine to revise the proposal so that students failing to meet the GPA requirements at the end of the fourth semester on probation will be dismissed and outlining the procedure for these students petitioning for readmission. The subcommittee will deal with this proposal at a called meeting on March 1st in order to ensure it has the best chance of implementation at the start of next year.

- c. Dr. Regan informed the committee that a student who met the requirement for Honors only as a result of her final semester's grades was not allowed to wear his/her cords at the graduation ceremony and when he/she inquired about this was condescended to by a member of the UNCP staff.
- d. Dr. Regan brought an issue from the Advising and Retention Council regarding College of Arts and Sciences Administrative Associates being asked to help with student advising in emergency situations. This is a source of concern both for faculty and the administrative associates since it may not be within their description of duties or area of expertise. One solution would be to create binder of resources for the administrative associates to use for advising. Interim AVC for Enrollment Thomas will bring up the issue at Academic Affairs.

9. Announcements

- a. There will be no normal March meeting due to Spring Break but there will be a called meeting on March 1st to address the Academic Standing Policy.
- b. The next regular meeting of the subcommittee will be April 12. This will be the final meeting of EMS for the 2016-2017 term. Agenda items are needed by April 10.

10. The meeting was adjourned by 4:40pm.