

Enrollment Management Subcommittee  
February 10, 2016, 3:30PM  
UC Room 233

**MINUTES (approved 4/13/16)**

Members in attendance:

Jaeyoon Kim, ARTS (to 2016)  
Frankie Denise Powell, EDUC (to 2016)  
Robin Snead, LETT (to 2017)  
Rachel Smith, NS&M (to 2017)  
Emily Neff-Sharum, S&BS (to 2016), Chair  
Melissa Schaub, Associate Vice Chancellor for Enrollment (ex officio)  
Garrison Davis, Student Government Association Representative

The meeting was called to order at 3:45pm.

II. The minutes were approved as revised correcting Dr. Schaub's title. ([Appendix A](#))

III. The agenda was adopted as amended by removing items VI.a.c. and IV.b. from consideration.

IV. Report from the Chair

The minutes from the Advising and Retention Council were received by the subcommittee. ([Appendix B](#)) The survey on online attendance policies will be sent soon. Robin Snead generously agreed to set up the survey in Qualtrics.

V. Report from Dr. Schaub Associate Vice Chancellor of Enrollment

- The Spring 2016 Census enrollment was 5878 which is a 2.6% increase over last spring; however, the student body has changed in terms of distributions with the number of traditional undergraduate students up, but the number of new graduate and special (non-degree, etc.) trending down. A large graduating class of Graduate student last year continues to affect Graduate enrollment.
- Preliminary numbers on admission of the new Fall 2016 class look as though it might be as large as the Fall 2015 freshman class.
- Dr. Schaub will no longer report on retention since the SASR Offices are now (temporarily) under the supervision of AVC for AA Scott Billingsley.

VI. Unfinished Business

- a. Review draft policy to come into compliance with the UNC Policy changes 700.7.1[R] Regulations for Military Student Success ([Appendix C](#))
  - a. Review decision to place broader Military Success section onto the Registrar's website. There is no other place the option for alternative course work is mentioned.

The subcommittee discussed various ways to make clear in the catalog language that completing the course via an alternative format or by completing alternative course work should be considered and discussed with the instructor. Eventually, it was decided to bold the phrase "**and will be unable to complete coursework for the semester through an alternative format**" in both the sections describing the IM and WM which will need to be

added to the catalog rather than include a new section on options for military students deployed during a semester. The complete document listing the process which should be followed as well as all options to students will be available on the Registrar's website.

b. Review catalogue changes from part I.

The subcommittee discussed the proposed additions to the catalog and language for the Registrar's website and passed the motion unanimously. (Appendix C)

VII. New Business

There was no new business.

VIII. Announcements

At the March 16th meeting, the subcommittee will discuss whether a contract outlining the requirements a students must meeting in order to complete a course for which they have received an incomplete grade is required and if so, what it must include.

IX. The meeting was adjourned at 4:59pm.

Enrollment Management Subcommittee  
January 13, 2016, 3:30PM  
UC Room 233

**Minutes (Draft)**

Members in attendance:

Jaeyoon Kim, ARTS (to 2016)  
Frankie Denise Powell, EDUC (to 2016)  
Robin Snead, LETT (to 2017)  
Rachel Smith, NS&M (to 2017)  
Emily Neff-Sharum, S&BS (to 2016)  
Melissa Schaub, Associate Vice Chancellor for Enrollment (ex officio)  
Garrison Davis, Student Government Association Representative

- I. The meeting was called to order at 3:35pm
- II. The minutes of the November meeting we approved. ([Appendix A](#))
- III. The agenda was adopted as circulated.
- IV. Report from the Chair
  - a. Minutes from the Advising and Retention Council were received. ([Appendix B](#) and [Appendix C](#))
  - b. The working group for military student success changes met to construct a draft of the new policies and language (Appendix D) for the subcommittee to consider which has been endorsed by Mike Clawson from the Office of Military and Veterans services who was on the committee that drafted the original guidelines on GA level.
  - c. Approval for distribution of a survey on online attendance policies was granted by Senate Executive Committee with minor changes requested. This will be distributed in the near future.
  - d. Electronic withdrawal forum report-  
Although faculty attendance was relatively low several suggestions were made:
    - 2 week timeframe for getting approval from all parties with reminders every three days. The final reminder (only) should be sent to Chair. If the advisor or instructor is not responsive, the request will go to his/her Chair. For undecided majors, the advisor request should go to the Advising Center
    - There should be a "Pending" button for instructors/advisors to allow time for consultation with student.
    - Participants felt the portal should be open so that instructor and advisor can see the progress of the request.
    - The order of requests for approval for a linear system should be advisor first, instructor second but there was no strong preference for a linear vs. nonlinear system.
- V. Report from Dr. Schaub Associate Vice Chancellor of Enrollment
  - Enrollment is up 181 over spring 2015, mainly due to lower number of suspended freshman due to policy change. The greatest increase in retention is in continuing

students, not new students. 5916 is the total enrollment which is very close to the enrollment goal and this includes 115 new transfers.

- The Emerging Scholars began in the fall by inviting new students who registered for one of the latest orientation sessions (which had previously been shown to be an indicator of academic difficulty) to take the Strategies for Success class in order to prevent them from being placed on probation.
- The ASC lead by Derek Oxendine held the Midyear Academy last Friday (1/8) at which students who were put on probation after last semester were asked to attend. Over 230 students attended. The program defined what probation is, how to get off it, discussed time management and study skills, administered the LASSI (Learning and Study Strategies Inventory), and advised them individually to help them to adjust their schedules in keeping with the 13 hours maximum requirement of probation.
- Admissions for the class entering in 2016 look good with a projected class in the ballpark of our 2015-16 freshman class, which was quite large.

VI. Unfinished Business

- a. Review draft policy to come into compliance with the UNC Policy changes 700.7.1[R] Regulations for Military Student Success ([Appendix D](#))

The subcommittee passed a motion (6 for, 1 against) to remove the section entitled Military Student Success policy from the proposed changes to the catalog and make that a separate document which will be available on the Registrar's website. Several changes were made to this section but it was confirmed that the single point of contact for students being deployed would be the AVC for Enrollment. The subcommittee decided that a new form will need to be developed to indicate what option deployed students had selected for each course in which he/she was enrolled. This form would include a contract of coursework to be completed should the student choose to complete the course by an alternative format or a IM (Military Incomplete). For the February meeting of the subcommittee, the working group will again revise the policy language for the catalog in response to the feedback to the subcommittee.

VII. New Business

None.

VIII. Announcements

The next meeting of EMS will be February, 10, 2016. The Incomplete Contract discussion will be on the February agenda.

IX. The meeting was adjourned at 5:05pm

## Appendix B

Advising and Retention Council  
Wednesday – 11/18/15  
3:00-4:00PM  
103 Sampson Building

Members in attendance: Susan Edkins, Jennifer Johnson, Derek Oxendine (Director of Academic Support Center), Shilpa Regan, Melissa Schaub (Associate VC for Enrollment), Rachel Smith, Dawn Wheeler (Director of Career Center)

Members not in attendance: Elizabeth Froeba, Carole Graham, Mei Yao

- I. The meeting was called to order at 3:01pm. Mohammad Rahman volunteered to take the minutes.
- II. The agenda was adopted as circulated
- III. The October meeting minutes were approved as circulated.
- IV. Chair's Report
  - a. Welcome new members: Mohammad Rahman, and Dawn Wheeler
  - b. UNCP Steering Committee survey
    - i. Communicating with the department chairs
    - ii. Communicating with the consultants
- V. Old Business
  - a. Conversion of withdrawal forms to electronic ones – Dr. Schaub, Drake
- VI. New business
  - a. Advising and Faculty
    - i. Faculty who doesn't advise – isolated incident.
    - ii. Is there any benefit to advising?
    - iii. 3 ways to get faculties involved:
      - Student evaluation
      - Self evaluation (a paragraph on Advising)
      - Disciplinary statement.

Derek Suggested for advising survey and going to faculty meeting.

Susan asked if Coaches advise, Melissa informed that only 2 coaches advise.

Shilpa suggested deferring drafting language.

Melissa informed that according to BOG advising is the biggest barrier to graduation.

Derek suggested about closing registration window.

Melissa told that if advisee couldn't find the advisor, the concerned chair should advise.

Shilpa said: "we need to change culture and change language."

- b. Chairs and readmits
    - i. Special circumstance
    - ii. Derek informed that there is exact GPA requirement for readmits
    - iii. If not changing major, readmits go to the former advisor.
  - c. Spring semester meetings
    - i. 4<sup>th</sup> Wednesday of every month 3pm-4 pm
    - ii. 1<sup>st</sup> meeting is on January 27<sup>th</sup>, 2016
    - iii. 2<sup>nd</sup> meeting is on February 24<sup>th</sup>, 2016
    - iv. 3<sup>rd</sup> meeting is on March 30<sup>th</sup>, 2016
    - v. Last meeting is on April 27<sup>th</sup>, 2016
- VII. Announcements
- None
- VIII. The meeting was adjourned at 3:50 pm.

## Appendix C

### I. Elements that will be put into the catalogue.

#### 1. Military incompletes (IM)--

Add the following paragraph under the Grading System (Undergraduate) after the 5<sup>th</sup> paragraph on incompletes. . (pg. 64)

The “IM,” or the military incomplete grade, is assigned for incompletes to students called to active military duty. The “IM” grade is given when students are deployed for active military duty assignments during the semester **and will be unable to complete coursework for the semester through an alternative format**. It is not given to enable a student to do additional work to improve a grade. The “IM” grade can be assigned with instructor approval if deployment occurs after 60% of the course has been completed for the academic term. If deployment occurs after 80% of the course has been completed for the academic term, active duty military students are guaranteed the option of an “IM” if they so choose. The IM grade must be removed within three years of returning from deployment or the grade will convert to a “WM.” See below for more information on the “WM” grade. The “IM” grade will not count toward the determination of quality hours and quality point averages. An “IM” does not fulfill prerequisite requirements. It is the student’s responsibility to request the “IM” grade. Refer to the Registrar’s webpage at [www.uncp.edu/registrar](http://www.uncp.edu/registrar) for more information about applying for the “IM.”

#### 2. Military withdrawals (WM)--

Add the following paragraph under the Grading System (Undergraduate) after the 7<sup>th</sup> paragraph on withdrawals. (pg. 64)

The “WM,” or the military withdrawal grade, is assigned for withdrawals of students called to active military duty during the course of a semester. The “WM” grade is given when students are deployed for active military duty assignments during the semester **and will be unable to complete coursework for the semester through an alternative format**. While students who are deployed on active military duty assignments can opt for the “WM” grade at any point during the semester, the “WM” grade will be assigned if deployment occurs before 60% of the course has been completed for the academic term and an alternative format for the course (such as moving to an online section) is not available. When a student receives a “WM” grade, the grade is recorded, but the semester hours attempted are not counted as quality hours. Refer to the Registrar’s webpage at [www.uncp.edu/registrar](http://www.uncp.edu/registrar) for more information about applying for the “WM.”

Add the following under the Adding, Dropping, and Withdrawing from Courses pg. 67

In the first paragraph, add a final sentence...

Students who are dropping a course as result of active military duty assignment should contact the Associate Vice Chancellor for Enrollment for a special course withdrawal form.

Add the following under the Adding, Dropping, and Withdrawing from Courses pg. 68

After the last paragraph, add new paragraph...

Students who are applying for a military withdrawal as a result of active military duty assignment must meet with the Associate Vice Chancellor for Enrollment as soon as possible after receiving orders that will require students to leave campus before the end of the semester. Students will be required to provide a copy of military assignment orders and complete the necessary forms after consulting with the Associate Vice Chancellor for Enrollment about appropriate options under the circumstances such as the possibility of alternative course work (see [www.uncp.edu/registar](http://www.uncp.edu/registar) about available options under the Military Student Success initiative). Withdrawal under these circumstances will not count toward a student's 15-hour career withdrawal limit. Approved requests receive a grade of WM. In addition, the following conditions apply:

- i. a WM will be recorded on the transcript;
- ii. the course(s) will not count as attempted hours;
- iii. the course(s) will not count in the tuition surcharge calculations;
- iv. the course(s) will not count in GPA calculation;
- v. the course(s) are subject to all Financial Aid rules and calculations
- vi. the course(s) will not count toward SAP rules for academic standing purposes
- vii. if the WM is directly requested and is not the result of a conversion from the IM to a WM, students will be eligible for a refund of tuition for the course(s).

Students denied a request of the grade of WM may appeal to the Provost or designee whose decision will be final.

Add the following paragraph under the Withdrawal from the University pg. 68

Amend the last sentence to read

Students who stop attending classes without completing the withdrawal procedure ordinarily receive an F in courses for which they are registered. A student who stopped attending courses due to active military duty assignment that made completing the withdrawal process impossible before leaving the university should bring their military orders or evidence of active duty assignment to the Associate Vice Chancellor for Enrollment to complete paperwork to revert the grade of "F" to the grade of "WM."

II. Required material on the Registrar's website.

## **Military Student Success Policies**

The University of North Carolina, Pembroke recognizes the unique demands our active duty students may face during the course of a semester. In order to facilitate the successful completion of courses by military students who may be called to active duty during the course of the semester, the university provides several options for students that take into account several elements of a course: the amount of the course completed, the nature of the specific course, and the students' preferences. Each option seeks to mitigate any negative academic consequences that may occur as a result of mid-semester deployments. Should a student be called to active duty during the course of the semester it is the student's responsibility to inform the University as soon as possible in order to develop the best plan of action for military student success. Students who must leave the university during the course of an academic term are provided three possible courses of action. Students are encouraged to assess each



course individually in choosing which action to take for each course. Students should consult with the Office of Financial Aid about how their choice will affect future aid.

**1. Alternative course work or format.** Students are encouraged to discuss their deployment with their professors and the department chair to see if there is the possibility to complete the course in an alternative format (such as moving to an online section of the course). This option may not be appropriate for all types of courses, such as courses that require physical activity (P.E. courses) or require supervised work such as a lab. Additionally, such a move may require students to change professors if moving sections or to purchase different course materials that may be utilized in a different section of the course. Students choosing the alternative course work or format option are expected to complete the course on time and meet the deadlines set by the instructor in order to record the grade on time at the end of the term. This option is available at any point during the semester with approval by the instructor and the Associate Vice Chancellor of Enrollment.

**2. Military withdrawal (WM).** The military withdrawal is a special designation showing that students withdrew from a course because of active deployment. Students are not required to withdraw from all courses if utilizing the military withdrawal during the course of a semester. For instance, it may be the case that a student withdraws from some courses, takes a military incomplete for other courses, and engages in alternative course work for rest of their courses. More information on the military withdrawal can be found in the Course Catalog under **Adding, Dropping, and Withdrawing from Courses** on page 67.

**3. Military incomplete (IM).** The military incomplete is a special designation showing that students have arranged to complete their coursework for a class at a later date as a result of active duty deployment during the course of a semester. Military incompletes differ in several critical ways from a normal incomplete.

- i. The most significant difference is that the IM completion schedule is much longer; military students must complete the course work for the military incomplete within three years of return from deployment. It is the student's responsibility to provide the university with an estimated date of return from deployment and to inform the University of any changes to the date of return.
- ii. If students with the grade of IM do not complete their course work within three years of the recorded date of return from deployment, course grade will change to a WM. WM grades that are a result of incompleting an IM grade are not eligible for tuition reimbursement.
- iii. If 80% or more of a course is completed before the student leaves on active duty assignment, students are guaranteed the option of taking a military incomplete in the course. Students must complete the steps listed below in order to have the incomplete on record with the university.
- iv. Students who have completed less than 80% of a course but more than 60% of a course before the student leaves on active duty assignment may be eligible to take a military incomplete. Because the skills and requirements of each course are unique, the university requires that students consult with the Assistant Vice Chancellor of Enrollment and gain approval from the instructor in order to take an incomplete during this period of time. Generally, the IM is not available before a student has completed 60% of a course.

The chart below is provided to help students better understand their options as a result of mid-term active duty assignment.

	Alternative course work or format (i.e. move to an online section)	Military withdrawal	Military incomplete
Less than 60% of course work is complete	If available	Yes	<b>Not</b> available
60% to 79% of course work is completed	If available	Yes	Depends on course. Decision will be made in consultation with the Assistant Vice Chancellor of Student Enrollment and the instructor
80% of the course work is completed or more	If available	Yes	Yes

### Process for Military Students Called to Active Duty Mid-term

**1. Contact the Associate Vice Chancellor of Enrollment's Office.** Students called to active duty or an official from the Department of Defense must contact the Office of the Associate Vice Chancellor of Enrollment to notify the University of an active duty engagement. Students or a Department of Defense official should provide the office with a copy of the student's orders as well as an estimated date of return. The Associate Vice Chancellor of Enrollment will notify faculty of the deployment and inform the instructor and chair of what actions need to be taken.

**2. Decide on actions for each class.** Students should discuss the options for alternative format, military incompletes, and military withdrawal with their instructor. Any agreement that is reached with the instructor must comply with the available options at the point of the semester in which the student deploys. The agreement between the student and the instructor should be recorded on the Military Deployment Agreement Form and turned into the Associate Vice Chancellor for Enrollment. Any questions or difficulties with this process should be referred back to the Associate Vice Chancellor for Enrollment.

**3. Recordkeeping.** The Associate Vice Chancellor of Enrollment will have 5 business days to inform the student's professors of the formal decision agreed to in each course. A copy of all completed documents will also be sent to the dean of the college for the course and the chair of the department in cases of military incompletes. Military Deployment Agreement Forms will be kept on file at the Office of Enrollment for ten years or until coursework is completed, whichever comes first.

**4. Updating the University regarding any changes to schedule.** It is the student's responsibility to notify the Associate Vice Chancellor of Enrollment of any changes to their orders including changes to departure date and estimated date of return. If such changes will have an impact on the student's ability to fulfill their obligations under an IM or with alternative coursework, it is the student's responsibility to discuss these issues with their professors as soon as possible.