

Enrollment Management Subcommittee  
University of North Carolina, Pembroke

**Minutes (Approved 10/12/15)**

3:30 p.m., Sept. 9, 2015

233 Chavis UC

Members Present:

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; Garrison Davis, Student Government Association representative

Members not in attendance:

Jaeyoon Kim (ARTS, to 2016),

1. The meeting was called to order at 3:38pm.
2. The subcommittee members introduced themselves.
3. The minutes from the April 8<sup>th</sup> meeting were revised to change FUS to FUSS and Hall Hawk and then approved as revised.
4. The agenda was revised changing Scott to Smith and adopted as revised.
5. Report—Associate Vice Chancellor for Enrollment
  - a) Dr. Schaub reviewed the latest reports on enrollment and retention for the current student body. One high point of the enrollment numbers was in the large number of readmits which is largely due to the **Braves Come Back** program.
  - b) There have been some personnel changes and reorganizations of offices including Mike Berntsen taking over as Interim Director of the Writing Center for Teagan Decker who was appointed the Associate Dean of the Honor's College. The Student Support Services/TRIO Office has been reorganized to prevent redundancy in its services with the ASC. It will now be under the supervision of Derek Oxendine, the ASC Director.
  - c) One of the two NASNTI grants which supports the Transfer Transition Office will not be renewed.
  - d) Dr. Schaub introduced two new additions to the UNC Policy Manual from UNC-GA which may require the development of some new policies pertaining to military and transfer students. (Appendices B and C)
6. There was no old business.
7. New Business  
Emily Neff-Sharum was elected Chair and Rachel Smith was elected Secretary.
8. The meeting was adjourned at 5:10pm

## Appendix A

### **Enrollment Management Subcommittee Meeting**

Wednesday, April 8, 2015  
Room 233 University Center 3:30 pm

#### **Committee Members**

Present: Jaeyoon Kim, ARTS; Frankie Denise Powell, EDUC; Anita Guynn, LETT; Emily Neff-Sharum, S&BS; Melissa Schaub, Associate Vice Chancellor for Enrollment Management

Absent: Felicia Scott, NS&M; SGA Rep

1. The meeting was called to order at 3:40
2. March minutes approved unanimously
3. Report from Associate VC for Enrollment, Dr. Schaub
  - Preliminary numbers for Fall 2015 were shared, and they were positive. A lot can happen to change numbers over the summer, but overall we are looking very good comparatively.
  - UNCP has money from G.A. to hire people to call and ask students who are eligible to apply for readmission. This is just getting started.
  - We have higher numbers of continuing students registered, which is a sign that our retention efforts are succeeding and retention rates are doing better.
  - We are doing well converting freshman inquiries into an acceptance. In the past we had people who inquired about the university and then never applied. This is changing. We don't have as many transfer inquiries, but we are increasing our acceptance rate (which means that more inquiries are completing applications). Frankie noted that the articulation agreements may have this effect.
  - Finally, the HAWK Alert program continues to increase. We did not get the money we asked for from G.A. to help provide more support for this program, but we are doing what we can to keep pace with expanding Alerts.
    - Derek Oxendine when to a G.A. meeting and conference on enrollment and retention. His report was that it seems like we are further ahead on implementing these required programs (early warning systems and the HAWK Alert).
    - Because HAWK Alert is growing so fast, we cannot get everyone in for one-on-one meetings. We are responding as best we can. The office does try to make contact with each student.
    - We have had 181 unique faculty sending Hawk Alert this year, which is a huge increase from 48 in 2011.
4. Catalogue changes
  - Proposal 1 (see attached Appendix, Proposal 1)- These are corrections to make the catalogue consistent. Dropped from the 2012-2013 catalogued accidentally and need to fix it for SACS. We will fix this problem with this proposal.

Motion to accept proposal #1 was made by Dr. Neff-Sharum, seconded by Dr. Guynn.

Vote to accept proposal #1 was unanimous.

- Proposal #2 (see attached Appendix, Proposal 2)- These make changes to the catalogue language to create consistency with the new requirement for F.U.S.S.(Fostering Undergraduate Student Success) in G.A.

Motion to accept proposal #2 was made by Dr. Guynn, seconded by Dr. Neff-Sharum.

Vote to accept proposal #2 was unanimous.

- Proposal #3 (see attached Appendix, Proposal 3)- These make substantive changes to special readmit policy so that it reflects the UNCP policy rather than any institution.

Motion to accept proposal #3 was made by Dr. Neff-Sharum, seconded by Dr. Powell.

Vote to accept proposal #3 was unanimous.

No new business

5. Meeting adjourned at 4:45pm.

### Regulations for Military Student Success

This regulation provides a framework for the constituent institutions of the University of North Carolina to develop and maintain a comprehensive network of services for military-affiliated students seeking to meet their educational goals. This regulation implements the requirements of UNC Policy Manual, Section 700.7.1 and intends to promote the general welfare of service members, veterans, spouses, and dependent family members at the constituent institutions.

I. Admission of Active Duty Service Members and Veterans. For purposes of undergraduate admission, all persons having completed a minimum of three years of active duty service<sup>1</sup> will be considered transfer students in the admissions process pursuant to UNC Policy Manual, Section 700.1.1.2[R], with the branch of service functioning as the institution of transfer. Applicants in this profile shall be required to submit the high school transcript or GED, college transcript(s) (if applicable) and relevant military transcript for evaluation.

A. For applicants who have completed a minimum of three years of active duty service, but do not meet the campus specific transfer admission requirements, constituent institutions are encouraged to develop academic contracts<sup>2</sup> to assure admission for a future term. Upon successful completion<sup>3</sup> of college-level courses required for admission as outlined in the academic contract, these students will be admitted subject to campus safety policies and procedures.<sup>4</sup>

B. Application Fees for Active Duty Service Members. Campuses are encouraged to waive the admissions application fee for all service members if they are in an active duty status at the time of application.

II. Data Collection and Reporting on Military-Affiliated Students. Consistent with the recommendations contained in the *UNC SERVES April 2010 Report to the President* and the intent of the President of the United States' Executive Order 13607, "Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members" issued April 27, 2012, University of North Carolina constituent institutions shall establish a section in their undergraduate and graduate admissions application entitled, "Military Status for Financial Aid and Residency Determination."<sup>5</sup>

The General Administration will work with the constituent institutions to create space in the Student Data File for the information and develop an annual report of this information.

Campuses must develop appropriate protocols to assure the security of all information related to status of active-duty students and students eligible to be activated.

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<sup>1</sup> Years of service should be calculated on a calendar years basis from date of enlistment to present (if still enlisted) or exit date (if discharged or retired). Student should provide proof of enlistment and exit date (if discharged or retired) by submitting one of the following:

- Most recent Leave and Earnings Statement (enlisted)
- DD214 (discharged or retired)

<sup>2</sup> See UNC Policy Manual, Section 700.7.1[G].

<sup>3</sup> A minimum GPA of no less than 2.0 defines "successful," but does not guarantee admissions.

<sup>4</sup> Required checks for campus safety will be performed.

<sup>5</sup> The questions posed in this section are detailed in UNC Policy Manual, Section 700.7.1[G].

### Regulations on Transfer Student Admission

The following regulations are designed to provide system-wide consistency and clarity regarding the definitions and treatment of undergraduate transfer students for admissions purposes, the transfer of credits, and services supporting transfer student success.

I. Definitions. These definitions are intended only for UNC system data reporting purposes. For purposes of determining admissions and student services eligibility, other UNC policy provisions and/or campus specific admissions and eligibility see UNC Policy Manual 700.1.1.1[R] and 700.1.1.2[R], Section II.

A. An undergraduate first-time student is one who has not attended another postsecondary institution after graduating from high school. It also includes students enrolled in the fall term who attended college for the first time in the prior summer.

B. An undergraduate transfer student is one who has attended another postsecondary institution after graduating from high school.

II. Admission of Transfer Students

A. For purposes of undergraduate admission, transfer applicants who have earned at least 24 transferrable undergraduate credits from one or more regionally accredited, post-secondary institutions shall not be required to meet Minimum Admissions Requirements (MAR) and Minimum Course Requirements (MCR).

1. Transferrable undergraduate credit counted as part of these 24 hours shall also include:

a. Credit earned at foreign institutions deemed to have the equivalence of regional accreditation; equivalence of regional accreditation generally refers to recognition by the foreign country's Ministry of Education and/or recognition by a credible organization offering credential evaluation services; and

b. Credit awarded for prior learning as part of military service, with the military branch designated as the transfer institution.

2. Undergraduate credits awarded for AP, IB, or other credit by exam shall not be included as part of these 24 hours.

3. The 24-hour credit threshold is a minimum threshold with which all UNC campuses must comply. Campuses may, however, choose to set thresholds above the system-wide minimum.

4. Applicants under the age of 21 with fewer than 24 hours of transferrable undergraduate credit earned in a post-secondary institution must meet MAR and MCR, unless campus specific exceptions are made (Section F., below).

B. Transfer applicants who are 21 years of age or older shall not be required to meet MAR and MCR for admissions purposes, though institutions shall only admit applicants who meet campus-specific admissions requirements.

C. UNC institutions shall comply with all requirements of the policy on Military Student Success (700.7.1), though institutions shall only admit applicants who meet campus-specific admissions requirements.

D. UNC institutions shall comply with all requirements of the Comprehensive Articulation Agreement (CAA), though institutions shall only admit applicants who meet campus-specific admissions requirements.

E. UNC institutions shall publish any further criteria used to determine admissibility of transfer applicants, including minimum required transfer credits, minimum GPA, and other factors.