

**Enrollment Management Subcommittee**

**Wednesday, October 12, 2022 at 3:30PM**

**Via WebEx**

**Shilpa Regan's Personal Room**

**<https://uncp.webex.com/meet/shilpa.pai> | 731841996**

**Join by video system**

**Dial [shilpa.pai@uncp.webex.com](mailto:shilpa.pai@uncp.webex.com) and enter your host PIN .**

**You can also dial 173.243.2.68 and enter your meeting number.**

**Join by phone**

**+1-415-655-0001 US Toll**

**Access code: 731 841 996**

**Committee Members:**

- I. Emilia Bak
- II. Scott Billingsley, Associate Provost, Acting AVC for Enrollment
- III. Derek Oxendine, AVC for Student Success
- IV. Shilpa Regan
- V. De'maurion Shelley, SGA Representative
- VI. Jessica Siegele
- VII. Laura Staal
- VIII. Joseph Sweet
- IX. Crystal Walline

**Agenda**

- I. Call to order
- II. Secretary assignments
  - a. October 12, 2022 (Derek)
  - b. November 9, 2022 (Shilpa)
  - c. January 11, 2023 (Laura)
  - d. February 8, 2023 (Jessica)

- e. March meeting will need to be re-scheduled due to Spring Break (Joseph)
  - f. April 12, 2023 (Emilia)
- III. Approval of Minutes from the September 14, 2022 (Appendix A)
- IV. Report from Chair
  - a. Adjunct faculty and textbook adoptions
  - b. Procedure to report ICC errors in Degree Audit
- V. Reports
  - a. Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
  - b. Derek Oxendine (AVC for Student Success)
- VI. Old Business
- VII. New Business
  - a. Review credit needed to gain academic honors at UNCP (Christina; Appendix B)
  - b. Process and Procedure to be followed by the correct meaning of the policy/process for “taking a course as a visitor at another college (Christina; Appendix C)
- VIII. Announcements
  - a. Next meeting is November 9, 2022
- IX. Adjournment

## Appendix A

**Enrollment Management Subcommittee**  
**Wednesday, September 14, 2022 at 3:30PM**  
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### **Committee Members:**

- X. Scott Billingsley, Associate Provost, Acting AVC for Enrollment (**Present**)
- XI. Derek Oxendine, AVC for Student Success (**Present**)
- XII. Shilpa Regan, Chair (**Present**)
- XIII. De'maurion Shelley, SGA Representative (Absent)
- XIV. Jessica Siegele (**Present**)
- XV. Laura Staal (**Present**)
- XVI. Joseph Sweet (**Present**)
- XVII. Crystal Walline (**Present; secretary**)
- XVIII. Emilia Bak (**Present**)

**Guest:** Ms. Christina Reeves, Registrar

### **Agenda**

- X. Call to order (3:31 pm)
- XI. Secretary assignments
  - a. September 14, 2022 (Crystal)

- b. October 12, 2022 (Derek)
  - c. November 9, 2022 (Jessica)
  - d. January 11, 2023 (Laura)
  - e. February 8, 2023 (Shilpa)
  - f. March meeting will need to be re-scheduled due to Spring Break (Joseph)
  - g. April 12, 2023 (new person)
- XII. Approval of Minutes from the April 13, 2022 (Appendix A) Approved by acclamation.
- XIII. Report from Chair
- Starting 2026, expect a large decrease in traditional enrollment due to decreased birth rate. Expect higher enrollment for adult learners. Future goals: 1) Have a proactive recruitment strategy. 2) Increase number of professional academic advisers.
  - Information from administration, particularly about significant changes, should be communicated to faculty/staff with advanced notice.
- XIV. Reports
- a. Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
    - 9/19 schedule published and PINS available
    - 9/26 Registration goes live.
    - Each group will have 1 calendar week to register before next group opens (e.g. priority registration in week 1, seniors in week 2, etc).
    - Department chair/Dean meeting on 9/15: Will discuss logistical concerns about advising/registration changes with Provost Pollard.
    - Publish Catalog earlier. Provost Pollard would like the catalog published in time for student recruitment. (Goal 6/1/2023) Goals for following years is 9/1.
      - Any curricular change that gets approved would have a 1 year hold on implementation.
    - Rationale for changing advising/registration timetable: Multiple reasons, including enrollment & retention, new funding model, and others.
    - Messaging to students will be discussed 9/15 and details are unavailable.
    - AVC for Enrollment search is on pause – waiting for the search “season” to begin. Anticipate the search will begin later this fall. Unsure if it will be run by an external firm.
  - b. Derek Oxendine (AVC for Student Success)
    - 70.1 % retention, down 1.1% from previous year.
    - Goal: Increase graduate rates and times for adult learners
    - Years 2007-2009 - 1400 students who started a degree at UNCP during this period have not earned a 4 year degree at any institution.
    - Years 2010-Current – over 8,300 students who started a degree at UNCP during this period haven’t completed a 4 year degree at any institution.

- Survey sent to former students to ascertain why they did not complete degree.
- Partnering with National Institute for Student Success (based in Georgia State) to participate in diagnostic service. GS reps will come here and evaluate advising structure, academic support services, technology, survey faculty/students, admin. Make recommendations to improve advising/student success. National trend in higher education is to provide professional staff advisers to students for all four years.
- Most students will be transferred to department advisors at the beginning of 2<sup>nd</sup> year. CSS is currently working to complete those reassignments prior to the start of academic advising period.
- Laura – Recommended UNCP adopt academic advising bots for automatic update pushes.
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XV. Old Business

- ICC courses and Degree audit - Christina Reeves: ICC requirements are being input into DARS. Goal is to have that in place before Fall 2022. Coding for ICC event option to satisfy this requirement in DARS has not been determined/resolved. Advise students who matriculated in 2022 who may graduate in 2-3 semesters to take the course option and not the event option to satisfy the ICC requirement.
- AP/IB/CLEP - Shilpa – should departments come up with statements for how to handle CLEP and IB agreements?

XVI. New Business

- New M/W, W/F scheduling – There may be scheduling conflicts between MW and WF classes. Chairs and Deans are tasked with locating conflicts on the provisional schedule and quickly resolving them. Administrative Assistants are no longer able to put in the schedule or make changes to the schedule. Deans approve Dept chair schedule drafts and then Registrar's office is inputting it into the system.
- Vote for EMS meeting format – WebEx format only approved for 2022-2023 academic year (approved by acclamation)

XVII. Announcements

- Next meeting is October 12, 2022 via WebEx

XVIII. Adjournment – 4:23 pm

## Appendix B

Proposal: Review credit needed to gain academic honors at UNCP

Date: May 6, 2022

From: Registrar's Office

### **Current Policy:**

Graduating seniors may be considered for honors if they have earned a Quality Point Average (QPA) of at least 3.4 for 45 semester hours of course work in residence at UNCP. All course work attempted (including quality hours from other institutions and repeated hours) will be included in the calculation of the cumulative QPA for determining the particular honors designation awarded. Students who attain a cumulative QPA of 3.85 or higher are graduated *summa cum laude*. Those who achieve a minimum cumulative QPA of 3.7 are graduated *magna cum laude* and students whose cumulative QPA is at least 3.4 are graduated *cum laude*.

Students who achieve the hours and the QPA requirement at the beginning of the last semester of their senior year will be recognized at commencement. The final assessment is done after graduation and honors are pending for all students until this is completed. The honors designation will appear on the student's diploma and transcript.

### **Possible Solution:**

To eliminate Transfer GPA credits from honors distinction.

Increase the amount of UNCP credits needed in Residency to receive graduation honors.

60 credits would be half the degree.

## Appendix C

**Proposal:** Process and Procedure to be followed by the correct meaning of the policy/process for “taking a course as a visitor at another college

**Date:** May 20, 2022

**From:** Registrar’s Office

### Current Policy in Catalog:

#### *Permission to Take a Course as a Visitor at Another University or UNC On-Line*

Students who wish to enroll in courses at other institutions to apply toward a degree at UNCP must adhere to the following policies:

1. Have written approval from their UNCP advisor.
2. Have written approval from their UNCP Department Chair if the course is part of their major curriculum.
3. Have written approval from the UNCP Registrar.
4. Be in good social standing.
5. Have an official transcript submitted to the UNCP Office of the Registrar immediately upon completion of the course.
6. Credit hours will transfer for courses in which the student earns a "C" or better. Grades earned at other institutions are not used to compute UNCP's quality point average.
7. Permission will not be granted to repeat a course at another institution. Students may elect to repeat any course if the original course and the repeat course are taken at UNCP.

Link: <https://catalog.uncp.edu/content.php?catoid=25&navoid=1503#permission-to-take-a-course-as-a-visitor-at-another-university>

### Form States:

In order to take a course as a visitor at another University, the student:

- Must have written approval from UNCP advisor or Department Chair if the course is part of their major curriculum.
- Must have written approval from the UNCP Registrar.
- **Must have a minimum QPA of 2.0, and be in Good Standing.**
- Must have an official transcript submitted to the UNCP Registrar immediately upon completion of the course.
- Courses accepted for transfer credit will be evaluated in terms of UNCP’s academic policies, curriculum and the student’s proposed program at UNCP. Fractional credit will not be granted for partial completion of any course.
- **Credit hours will transfer for courses in which the student earns a “C” or better.** Grades earned at other institutions are **not** used to compute UNCP’s quality point average.

Permission will not be granted to repeat a course at another institution. Students may elect to repeat any course if the original course and the repeat course are taken at UNCP.