

Enrollment Management Subcommittee
Wednesday, November 9, 2022 at 3:30PM
Via WebEx

Shilpa Regan's Personal Room

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

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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. November 9, 2022 (Shilpa)
 - b. January 11, 2023 (Laura)
 - c. February 8, 2023 (Jessica)
 - d. March meeting will need to be re-scheduled due to Spring Break (Joseph)

- e. April 12, 2023 (Emilia)
- III. Approval of Minutes from the October 12, 2022 (Appendix A)
- IV. Report from Chair
 - a. Advising for Spring 2023
 - Seniors and priority registration - February 6
 - Juniors - February 13
 - Sophomores - February 20
 - Freshmen - February 27
 - Open registration - March 13
- V. Reports
 - a. Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
 - b. Derek Oxendine (AVC for Student Success)
- VI. Old Business
 - a. Review credit needed to gain academic honors at UNCP (Appendix B)
 - i. Review previous academic catalogs to see how long the current policy has been place (Christina)
 - ii. Review of SGA historical records (De'maurion)
 - 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)
- VII. New Business
- VIII. Announcements
 - a. Next meeting is February 8, 2023
- IX. Adjournment

Appendix A

Enrollment Management Subcommittee Unapproved Minutes

Wednesday, October 12, 2022 at 3:30PM

Committee Members:

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

Guest: Ms. Christina Reeves, Registrar

- I. Call to order (3:31 pm)
- 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
 - i. Approved by acclimation.
- IV. Report from Chair
 - a. Adjunct faculty and textbook adoptions
 - i. Adjuncts not being added up front to the course schedule. Textbook adoptions are now completed in Canvas. If faculty aren't assigned to the course, the adoptions can't be completed in Canvas.
 - b. Procedure to report ICC errors in Degree Audit
 - i. For some students, the ICC is not showing accurately. Christina Reeves confirmed that students with 60 or more credits, only one requirement is needed. Students under 60 hours need the two requirements. If there are problems, email Christina Reeves the Banner ID numbers of students for her to review.

c. Other

- i. Some faculty have reported that parents are attending advising sessions with their students. Faculty have called to verify if they are on the FERPA form, but are getting put on hold in the phone loop in the Registrar's Office. Direct line for the Registrar's Office queue is ext. 8404. Faculty can also look up a Registrar employee's direct line on the Registrar Website.
- ii. Faculty are reporting course withdrawals are being processed that were denied by the faculty or advisor, and or course withdrawals are being completed prior to the 48-hour waiting window. Christina Reeves announced the Registrar's Office lost access to "dedrops@uncp.edu" for 7 months and staff who oversaw the DE drops email transitioned to new positions.
- iii. Faculty have expressed an interest to change the drop/add period, but provided no context. Shilpa Regan will investigate further.

V. Reports

- a. Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
 - i. No report provided. The search for a permanent AVC for Enrollment has not begun.
- b. Derek Oxendine (AVC for Student Success)
 - i. Spring 2023 enrollment numbers as of 10/12/22 at 3:00 pm.
 1. Freshman – 165
 2. Sophomores – 142
 3. Juniors – 926
 4. Seniors – 1000
 5. 2nd Degree – 19
 6. Non degree – 5
 7. Graduate – 1112
 8. Not classified – 1

VI. Old Business

- a. None

VII. New Business

- a. Review credit needed to gain academic honors at UNCP
 - i. Students have expressed concerns over the academic honors policy, especially transfer students. Christina Reeves will review previous academic catalogs to see how long the current policy has been in place. De'maurion Shelley will review SGA historical records. Christina and De'maurion will bring information at a future meeting.

- 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
 - i. Christina Reeves presented the current policy in the catalog. After discussion, it was decided that Christina Reeves, Scott Billingsley, Shilpa Regan, and Derek Oxendine should meet to review the language in the catalog.
- VIII. Announcements
 - a. Next meeting is November 9, 2022 via WebEx.
- IX. Adjournment (4:19 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.