

Enrollment Management Subcommittee Meeting
Wednesday, September 8, 2010
Sampson Room 228
MINUTES

Members Present—James Robinson (Chair), Aaron Vandermeer (MUSIC); Sharon Lea Mattila (REL); Lee Stocks (GEOL); Arjay Quizon (SGA); Jackie Clark (VC/Enrollment Mgmt.); Sharon Kissick (Secretary); Elizabeth Normandy (Guest); William Gash (Provost / Guest).

Members Absent— Sandra Richardson (Excused)

1. Call to Order—The meeting was called to order by James Robinson, Chair, at 3:30 pm.
2. Introduction of Members and Guests.
3. Approval of Minutes from April 14, 2010.
 - a. Correction made to 7.a. Withdrawal Policy. Changed “class” to “course” to read as: “Withdrawal Policy—Would like to look at limiting the number of times a student can withdrawal from a course.” See attachment. Changed September 9, 2010 by Sharon Kissick.
4. Approval of Agenda. The agenda was approved as distributed.
5. Selection of Secretary. Sharon Kissick volunteered as Secretary for the 2010-11 academic year. This was approved unanimously.
6. Report from Chair. The Chair reminded us of our charge as a committee. He reiterated the function and scope of the committee:

Function and Scope of the Enrollment Management Subcommittee

(excerpted from Senate By-Laws, Article VI, Section 1, Part C, Paragraph 2)

The function of the Enrollment Management Subcommittee shall be to consider policies and standards related to admissions and recruitment, financial aid, retention, advising, graduation, and related areas. The Subcommittee shall also be charged with receiving expressions of concern or interest regarding any of the areas listed above from faculty, staff, administration, or students. The Subcommittee shall, as it deems necessary, make recommendations to the Academic Affairs Committee on these matters.

Additionally, our meetings will be held the second Wednesday of each month. *Exception will be March, 2011, where our meeting time falls during spring break. This meeting will be the first Wednesday, March 2, 2011.

7. Review of Old Business.
 - a. Spring Enrollment cut-off date. Enrollment cut-off was defined as the 5 day drop/add period after the first day of the semester. It was brought up for discussion whether we should shorten the drop/add period at the university. Sharon offered to collect data of the number of students who add a class after the drop/add deadline and define by student type. Aaron volunteered to draft a survey that could be distributed to Faculty to hear their responses on this issue. Arjay Quizon and Jackie Clark volunteered in this effort.
 - b. Class Withdrawal Policy. Limit the number of times a student can withdraw in total from courses during their course of study at the university. Jackie volunteered to collect data related to this and bring this and a recommendation for policy change/amendment to the October 13, 2010 meeting.
8. New Business.
 - a. QEP—Change in Requirements for Graduation —Liz Normandy. Liz apprised the committee of the proposed change to the catalog and graduation requirements to incorporate the requirement of nine semester hours of Writing Intensive coursework into a student’s graduation requirement. Of the nine semester hours, 3 would need to be in courses designated as Writing in the Disciplines. This requirement would be incorporated into the existing number of hours needed for graduation of 120. Jackie made a motion to move this recommendation to Academic Affairs. James added with the proviso that it would only be in the catalog when we had sufficient course availability. This motion was moved by Jackie Clark and a second by Arjay Quizon. This passed 7-0.

- b. Deadlines for Admission of Transfer Students. Jackie Clark volunteered to collect data relating to this issue for the November 10, 2010 meeting.
 - c. Policy on dropping students for non-payment. Sharon Kissick and Lee Stocks will meet with the Bursar and others to make a recommendation to the committee of proposed drop dates and/or problem resolution.
 - d. Task force on Student Success Report—Implications for Enrollment Management. Dr. Gash reported that he and others were tasked to implement recommendations from the Student Success report that could be implemented fairly quickly. The first item on the agenda to implement would be the requirement to all new freshmen (with some exceptions) live on campus in the dormitories starting with the 2011-12 academic year. The full report is available on the Teaching and Learning Center webpage on our website.
9. Reports as Needed from:
- a. Registrar, Sharon Kissick
 - i. The Registrar had nothing to report at this time.
 - b. VC of Enrollment Management, Jackie Clark
 - i. Jackie reported total enrollments for Fall 2010: 6,944 students
 - ii. This was a 4% increase over last year.
 - iii. 1,057 freshmen / 13% decrease from last year
 - iv. 587 transfer students / 1% increase and a record number
 - v. 780 graduate level students / record number.
 - vi. Record cumulative high school GPA of 3.13
 - vii. SAT average was 920 which was down 6 points from 2009
 - viii. Summer Bridge Program had 54 students (35 successfully completed the program).
 - ix. Admission GPA increased to 2.3 in Fall 2010. This, as well as severe staffing shortages in the admissions department could have impacted lower new freshmen numbers.
 - x. It was unofficially announced that our retention rate this year is 72.9% (from 67.5% in 2009). This meets GA performance measures.
 - xi. Fall admissible GPA will increase to 2.5 in fall of 2011.
 - xii. Fall SAT admissible score will increase from 820 to 840 in fall of 2011.
 - c. Center for Academic Excellence, Sandra Richardson-Cox / Absent.

10. Announcements—None

11. The meeting was adjourned at 5:00 pm

Respectfully Submitted,

Sharon Kissick

Sharon Kissick
Secretary