

Enrollment Management Subcommittee Meeting

Wednesday, October 13, 2010

Room 228 Sampson 3:30 p.m.

Committee Members: Aaron Vandermeer (ARTS); Maryanne Maisano (EDUC); Lee Stocks (NS&M); Sharon Mattila (REL); James Robinson, Chair, (SB&S); Sharon Kissick, Secretary, (Registrar); Jackie Clark (Vice Chancellor for Enrollment Management); Saundra Richardson (Director, Center for Academic Excellence); and Arjay Quizon, Jr. (SGA Representative)

Absent: Jackie Clark (excused); Arjay Quizon Jr. (unexcused).

Agenda

1. Called to Order at 3:36 pm.
2. Approval of Minutes from September 8, 2010. Approved with minor changes
3. Approval of Agenda. Approved as submitted.

4. Report from Chair

The motion regarding the QEP that was taken to Academic Affairs passed with proviso that a sufficient number of courses were first passed through Academic Affairs. Dr. Flowers said all courses would be taken through Academic Affairs at one time.

7. Reports as needed from:

a. Registrar, Sharon Kissick

1. Aaron asked about Midterm grading deadline. Sharon reported that midterm grades deadlines are arranged through individual Department Chairs. They are mandatory per the Faculty Handbook. The deadline to enter grades in Braveweb was moved to October 18, 2010.
2. Sharon mentioned she will be sending an email to all students reminding them of the deadline to withdraw for Fall semester.

b. Reports from Director, Center for Academic Excellence, Saundra Richardson

1. Over 400 students are being tutored in CAE.
2. Sophomore honor society through 2 Year Grant / Inducting 36 new members to this society. (15 were inducted the first time)
3. Early Alert. 208 students have been referred to CAE this semester by faculty. This is now linked to the new CARE team in Student Affairs.
4. Resource Learning Lab. CAE assists students with life skills, etc., by appointment only at this time.

5. Three Academic Advisors who just returned from NACADA conference held in Florida. NASANTI grant / the tutoring piece has been extended for one year since the tutoring program did so well.
6. Preparation for advising and pre-registration starting next week.

8. Old Business

a. Spring Enrollment cutoff date

1. Aaron developed a survey (through Survey Monkey) for us to review to be sent to the faculty regarding the drop/add period and the number of Withdrawals allowed. (See Attachment A)
2. (Sharon)

c. Class “W” policy. Aaron developed a survey to send to faculty to enlist their opinions. (Combined The committee reviewed the survey and suggested changes.

d. Deadlines for Admission of Transfer Students. Jackie will bring this to the November agenda.

e. Policy on dropping students for non-payment. (Sharon’s notes_)

9. New Business

- a.** The Establishment of a second-semester freshmen seminar who are on academic warning / probation and integrate financial literacy into the curriculum. The Chair thought that we, as the EMS committee, should not be charged with modifying the Freshmen seminar course.

The Chair recommended the committee reads page 20 / Initiative 5 of the Student Success Final Report to further study the rationale before we decide to move this to Academic Affairs for consideration. Our function of the committee is to decide whether or not this should be a requirement of our students. Dr. Robinson will email the link to the committee.

10. Announcements. No announcements

11. Adjournment. Dr. Robinson adjourned the meeting at 4:44 pm.