

Enrollment Management Subcommittee Meeting Minutes

Wednesday, October 11, 2006
Education Building Room 210

Present: Sandra Richardson-Cox, Judy Curtis, Carol Higy, Jonathan Maisonpierre, Maria Pereira, James Robinson

Absent: Sara Brackin, Jackie Clark, SGA Rep

1. Call to Order

Chair Carol Higy called the meeting to order at 3:39 p.m.

2. Approval of Minutes

Minutes from September 13, 2006, were approved.

3. Approval of Agenda

Agenda was approved.

4. Report from Chair

Dr. Higy thanked Dr. Curtis for attending the Academic Affairs Committee meeting.

5. Reports, as needed, from Registrar and VC of Enrollment Management

No reports were given.

6. Old Business

a. Dr. Higy reported on catalog changes information.

1. To recap, several departments approached Registrar Sara Brackin with a question about students in a major not being required to follow the latest catalog. The Registrar brought the issue to the committee. These departments wanted students to follow the catalog in effect when they declared the major rather than when they entered the university. Registrar Brackin gathered information from other system schools, which she passed on to Dr. Higy to report to the committee.

a. The majority of UNC schools have students follow the catalog they are under when they enter.

b. Three schools split catalogs. Students follow their entering catalog for general ed requirements, but follow the catalog they are under when they declare their major for major requirements.

c. Ms. Brackin characterized that option as a "nightmare" requiring degree audits to be completed by hand instead of computer.

d. Ms. Brackin recommended the committee take no action.

2. Dr. Higy consulted with University Attorney Donna Gooden Payne. She reported Atty. Payne's information.

a. A plan of study goes to the curriculum committee and is approved. If that plan has prerequisites, then from that time on all students should be following the plan of study.

b. Once banner is in place, if a course has prerequisites, then banner will prevent students from registering for courses for which they do not have the prerequisites.

c. Atty. Payne did not foresee requiring students to follow the plan of study that is in effect would result in lawsuits against the university.

d. Dr. Higy noted that the plan of study is in the catalog. Students can be under the catalog in effect when they enter or can elect to move up to a more current catalog.

3. Dr. Pereira said it is important for students entering new programs that were not offered in earlier catalogs to be sure to fill out the paperwork to declare their major and to change to the latest catalog.

4. Dr. Higy said the committee reviewed and reported on the information gathered about catalog change and would take no further action. In consultation with the Chair of the

Academic Affairs committee, she determined the process should be if departments want to bring an issue before the committee, then they should come to the committee and make a presentation requesting committee action. They, then, would be available to answer any questions the committee might have about their request. Ms. Brackin will be asked to report the information back to the departments.

b. Sandra Richardson-Cox reported on declaration of major policy.

1. She gathered information from other schools about how new students are assigned advisors.
 - a. Appalachian State has the orientation/advising center assign advisors for new freshmen students.
 - b. Western Carolina has the academic advising center assign advisors until a major is declared at which point the department chair assigns.
 - c. Eastern Carolina has the advising center first assign advisors, then the academic support advising center, then the individual department advising center.
 - d. Asheville has undeclared students assigned by the advising center. Declared students are assigned by the department chairs, usually in the sophomore year.
2. Ms. Richardson-Cox explained our current system, which appears to have changed. Now the administration keys in the major of incoming freshmen based on the application. If a major is listed, the advisor is assigned at that point. Previously, the freshman seminar advisor assumed they were the assigned advisor. For undeclared students, that remains the case. For declared students, that seems not to be the case.
3. Dr. Higy said the declaration of major form seems to be no longer being used consistently. Also, she said that students seem to be being reassigned to other advisors without the department chair's knowledge. Ms. Richardson-Cox agreed that there seems to be confusion about use of the declaration of major form. She agreed that it's unclear how students are being reassigned. Her office also doesn't know. The system seems to not be working.
4. Dr. Robinson asked whether it is necessary for first semester freshmen to declare. If they were all treated as undeclared, then they would be assigned to their freshman seminar advisor. He noted that choosing a major on an application form is not the same as a declaration of major using the proper form.
5. Dr. Higy noted that what's listed on the application should not be used as official until the declaration of major form is used. One problem is that brand new freshmen do not yet know what specific concentration they want within a major.
6. Dr. Curtis brought a concern from the chair of mass communications. Chairs were sent an e-mail by the Registrar's office saying Sept. 22 was the cutoff for entering any new declaration of major forms. On Oct. 2, Dr. Litty's list of advisees from the Registrar showed 39. But, as of Oct. 10, her list showed 53. She did not sign any declaration of major forms for those additional students. She is unclear how they became assigned to her. Because the declaration of major form was not used, she was not able to distribute the advisees to the appropriate department faculty.
7. Dr. Pereira offered a concern about new degree programs not being identified as majors in the system. Students declaring a new program major sometimes end up being entered as undeclared because the code for the new major is not being used. This practice can hurt the viability of new programs by under-representing their number of majors.
8. Dr. Higy noted that the catalog says the process is to use the declaration of major form. She said the administration needs to re-emphasize the use of the form.
9. The committee is in agreement that there needs to be a policy, and the policy needs to include use of the declaration of major form. The committee is in agreement that department chairs want to use the declaration of major form. The committee agrees the discussion needs to continue and have input from Vice Chancellor Clark and Registrar Brackin.

7. New Business

a. Ms. Richardson-Cox raised the issue that there are no negative consequences for students who are readmitted after suspension and then ignore the requirements of the probation contracts they signed to be readmitted.

1. The contract includes requirements such as no more than 13 hours, meeting with the retention office once a week and others. No actions have been taken against students who break the terms of these contracts. She said these students can be tracked.

2. Dr. Higy, and other members of the committee, wondered if these students can be administratively withdrawn by the Registrar since the contract specifies the university has the right to withdraw them.

4. Dr. Mainsopierre noted the Center for Academic Excellence would have to be supported in this action by the Office of Academic Affairs.

5. Dr. Higy explained that students who are turned down by the appeals committee sometimes are successful in convincing members of the administration to override the appeals committee's determination.

6. Dr. Higy asked Ms. Richardson-Cox to provide the pertinent catalog statements, the contract, and project the number of students that would be affected.

7. Dr. Higy will ask Associate Vice Chancellor for Academic Affairs Bill Gash to clarify the protocol for the Center for Academic Excellence to ask the Registrar to administratively withdraw these students.

8. Announcements

There were no announcements.

9. Adjournment

The meeting was adjourned at 4:54 p.m.

Respectfully submitted,
Dr. Judy Curtis, secretary