

Enrollment Management Subcommittee Meeting Minutes

Wednesday, November 8, 2006
Education Building Room 210

Present: Sara Brackin, Jackie Clark, Judy Curtis, Carol Higy, Jonathan Maisonpierre, Sandra Richardson-Cox, James Robinson

Absent: Maria Pereira, SGA Rep

1. Call to Order

Chair Carol Higy called the meeting to order at 3:38 p.m.

2. Approval of Minutes

Minutes from October 11, 2006, were approved.

3. Approval of Agenda

Agenda was approved.

4. Report from Chair

- a. Dr. Higy reported that the Academic Affairs Committee further discussed the matter of which catalog a student is required to follow. She said Dr. Paul Flowers raised a concern about which catalog a student is under when a department adds a new major or dissolves a major. Dr. Higy explained that the subcommittee decided to take no action and concurred with the Registrar that any student wishing to declare a newly created major would have to move to the catalog that showed the requirements for that major. Dr. Higy invited Dr. Flowers to attend a subcommittee meeting if he wished to make a formal proposal for the subcommittee to consider.
- b. Dr. Higy reported that the Academic Affairs Committee has concerns about whether the declaration of major policy is clear.
- c. Dr. Higy reported that the Associate Vice Chancellor for Academic Affairs, William Gash, agreed with the Center for Academic Excellence's request to enforce the requirements of a student's probation contract by having the Registrar administratively withdraw students who do not comply with the contract's terms.

5. Reports from Registrar and VC of Enrollment Management

- a. Registrar Sara Brackin reported that registration is going fine. December's graduating class is a record with 484 on the current list. Graduation lists will be sent to departments soon.
- b. Vice Chancellor for Enrollment Management Jackie Clark reported.
 1. Under enrollment and admission, VC Clark said all admissions positions are filled. Recruiters have been reclassified as assistant directors. A staff of nine is traveling. The recruitment territory has been expanded. The Chancellor's goal for fall 2007 is 1,200 new freshmen and 550 transfers. New student orientation planning for spring has begun with plans for 50 new freshmen and 150 transfers.
 2. Under scholarship and financial aid, VC Clark said they are awaiting approval for a position to coordinate scholarships. She said that attempting to award financial aid through Banner for the fall 2007 semester would create a major crisis and be a disaster that would have far-reaching effects on retention, graduation, and new enrollment at both the graduate and undergraduate level. There are federal regulations that have to be entered before financial aid can be awarded. Financial aid awards begin as early as February 2007, with target dates as early as November 13, 2006. Delaying Banner implementation of financial aid until spring 2008 would help avert a serious problem. She, with concurrence by Registrar Brackin, identified one problem as simultaneously launching and testing Banner. No data has been migrated or tested, yet. They pointed out that moving the entire university to the new Banner system requires leadership, communication, and resources.
 3. Director of the Center for Academic Excellence Sandra Richardson-Cox reported that a donor has contributed funds to be awarded to nontraditional UNCP students who are

single parents and need help with child care costs. Four students have been recipients so far of the Ellen Hubbard Child Care Fund.

6. Old Business

a. The subcommittee continued discussion on the Declaration of Major policy.

1. Dr. Higy identified page 46 in the catalog as the area discussing academic advisement and found that the catalog is not clear about how a student declares a major.

2. VC Clark explained that the application has a field to indicate a code for an "intended major" or for "undeclared." The benefit of knowing a potential new student's intended major is so students can receive a personalized letter from that academic department. However, it seems that this intended major field is being imported into the system as a declared major.

3. Registrar Brackin said that it's not possible for her to tell once this major has been entered into the system whether it was legitimately declared by the student on the proper form or imported from this field on the application. It's not possible for her office to change all the "intended" majors back to undeclared majors.

4. Also, Registrar Brackin explained that if the system shows a student as declared but does not show an advisor, then she assigns the student to the department chair and sends a list of these students to the department chair for redistribution by the chair to department advisors.

4. Dr. Robinson offered a solution of creating a separate database for intended majors.

5. The committee seemed in agreement that a system needs to be devised whereby entering freshmen would remain undeclared and be advised by their freshman seminar advisor until such time as they officially declared their major through completion of the declaration of major form.

6. The enrollment office and the registrar's office agreed to further explore a way to keep the benefit of personalized letters from the "intended major" departments while not having the registrar's official record of a student's major and subsequent assignment of an advisor for that student tainted by information of "intended" majors.

7. The issue was tabled to the next meeting.

7. New Business

a. Dr. Higy told the subcommittee that Dr. Gash will come to the next meeting to talk about retroactive withdrawal practice.

8. Announcements

The next meeting will be January 10, 2007.

9. Adjournment

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,
Dr. Judy Curtis, secretary