

Enrollment Management Subcommittee Meeting Minutes

Wednesday, April 11, 2007

Education Building Room 211

Present: Jackie Clark, Judy Curtis, Deborah Hanmer, Carol Higy, Jonathan Maisonpierre, Sandra Richardson-Cox, James Robinson, Shenika Mitchell (SGA Representative)

Absent: Sara Brackin

1. Call to Order

Chair Carol Higy called the meeting to order at 3:34 p.m.

2. Approval of Minutes

Minutes from March 14, 2007, were approved.

3. Approval of Agenda

Agenda was approved.

4. Report from Chair

Chair Higy had nothing to report.

5. Reports from Registrar and VC of Enrollment Management

a. Registrar Brackin provided a report to Chair Higy to give.

1. Banner is alive and growing. No unexpected problems were encountered. Any suggestions or problems can be e-mailed to Ms. Brackin.
2. A glitch with registration for new graduate students for fall semester developed and is being worked on. New graduate students wishing to register for summer can do so by calling the graduate school office.

b. Vice Chancellor for Enrollment Management Jackie Clark reported.

1. VC Clark asked Sandra Richardson-Cox to report on the Center for Academic Excellence.

a. Ms. Richardson-Cox updated the subcommittee on Freshman Seminar.

1. Four Center staff members taught Freshman Seminar this spring. Ms. Richardson-Cox taught a class of 20 students who needed to repeat the course. She will do a section for repeating students every spring.
2. For fall semester, 42 instructors and 32 student assistants have been selected. They are attending a workshop. BraveWire, the UNCP version of GoalQuest, will be used instead of a textbook. Online resources through BraveWire will be incorporated into the class.
3. The name of peer advisors has been changed to UPeers. The UPeers t-shirt won a contest through GoalQuest. UNCP has won two GoalQuest contests. A contest for a student to win a room renovation with plasma tv is underway. Interns are helping to publicize and market BraveWire.
4. One Center staff member is tracking the student experience. One Center staff member is tracking the parent experience.
5. Six orientations are planned this summer. As students come, they are being oriented to BraveWire.
6. An online version of Freshman Seminar for parents is being planned for the fall so parents can keep involved with what the students are doing. A Freshman Seminar class will be taught in the evening so parents can come. It will be team taught. VC Clark added that Freshman Seminar for parents is no cost, no credit, six weeks, through Continuing Education. Dr. Robinson suggested the idea of presenting parents with a certificate at the completion of the class.

b. Roadtrip Nation will return next year.

- c. Summer at Pembroke is a bridge transition program during Summer II. Students take either English or Math in the morning, then Freshman Seminar at 1 p.m., and PE classes and tutorials in the afternoon. They can live in the dorms or commute. Activities also will be incorporated. VC Clark added that 30 students have committed so far. A letter congratulating students was sent from Dr. Gash. Students will come for placement testing before the program.
- d. Alpha Sigma Lambda is the honor society for nontraditional students. On April 26, 85-90 students will be inducted.
- e. The Center temporarily is moving to Jacobs Hall on May 15. They are scheduled to return to a renovated Lowry Building by August 1.

2. VC Clark reported that financial aid awards are being completed. She commended the Financial Aid staff for the tremendous amount of work they have put in on these awards. They have worked on Saturdays and Sundays. She said, "I'm really proud of them." It has been a tremendous team effort to get the awards done correctly. Several staff in the office have been involved with banner and others not as involved with banner have had to take on additional work.

3. VC Clark reported on recruitment and enrollment.

- a. Recruitment numbers are up 25 percent for applications received and acceptances for freshmen. Transfer numbers also increased.
- b. The office tracks "next step activities." As of April 10, 209 freshmen submitted and paid for housing compared to 126 on the same date last year. They expect to cut off at 230 for the April 28 orientation. Last year, they had 175.

4. VC Clark told the subcommittee that she has been asked by General Administration to serve on a retention advisory board. The board is tasked to look at GA policy that might impede retention or the four-to-six-year graduation rate. The board will recommend to the Board of Governors ways to increase retention and graduation rates. This is an appointment because of her experience and not an appointment as a UNCP representative.

5. VC Clark announced that Purnell Swett has been named to General Administration. He is a UNCP alumnus and was on the Board of Trustees.

6. Old Business

There was no old business.

7. New Business

There was no new business.

8. Announcements

- a. VC Clark announced the final open house of the semester on April 21. The one in February was the largest the university ever had. Usually April is the largest. She also said key faculty and high interest departments are hosting information at community colleges in the later part of April.
- b. Chair Higby announced a graduate studies open house April 17.
- c. VC Clark thanked Chair Higby for two excellent years of leadership. She said the meetings have been very productive and the subcommittee has gotten a lot accomplished.
- d. Chair Higby thanked Dr. Judy Curtis for her excellent service as secretary. VC Clark agreed, saying it was a wonderful job.

9. Adjournment

The meeting was adjourned at 4:32 p.m.

Respectfully submitted,
Dr. Judy Curtis, secretary