

Enrollment Management Subcommittee Meeting Minutes

Wednesday, September 13, 2006

Education Building Room 210

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

Absent: Jackie Clark, Maria Pereira, SGA Rep

1. Call to Order

Dr. Susan Cannata, chair of the Academic Affairs committee, called the meeting to order at 3:37 p.m.

Dr. Cannata appointed Dr. Carol Higy to return as chair and Dr. Judy Curtis to return as secretary.

- a. Dr. Higy welcomed new member Dr. James Robinson.
- b. Dr. Higy expressed hope that an SGA representative would attend meetings this year. Dr. Cannata has notified the SGA that the committee needs an SGA representative.
- c. Dr. Cannata and Dr. Higy recapped the accomplishments of the committee last year in increasing the QPA and in changing the eligibility for honors and chancellor recognition.
- d. They explained the charge of the committee as policy issues impacting retention, advisement, enrollment, or registration.

2. Approval of Minutes

Minutes from April 12, 2006, were approved.

3. Approval of Agenda

Agenda was approved with the corrections of Jonathan Maisonpierre and Sandra Richardson-Cox's names.

4. Report from Chair

- a. Dr. Higy welcomed the committee back and again welcomed Dr. Robinson.
- b. Dr. Higy expressed hope that the committee's work would be productive this year.

5. Reports from Registrar and VC of Enrollment Management

- a. Registrar Sara Brackin reported that because of her involvement with a new university program, she will not be as available to the committee after Oct. 9. She reported on Banner progress.
 1. The goal is to be able to use Banner to register students in April for 2007 fall.
 2. Data needs to be migrated to Banner and verified that it is working
- b. Vice Chancellor Jackie Clark reported enrollment numbers to Chair Higy.
 1. Total head count is 5,829. Last year was 5,632. This is a low increase because of a lack of housing. Undergraduate enrollment is 5,160. Graduate enrollment is 669. Number of freshmen enrolled this year 958; last year 984. There are 1,443 people living on campus. Some rooms are accommodating three students and some students are housed in a dormitory lounge.
 2. GPA increased .7 to 3.08. Last year was 3.01.
 3. SAT scores increased two points to 940.
 4. The number of transfer students is a record at 520; last year was 497.
 5. There are a record number of international students.
- c. Sandra Richardson-Cox reported on the Center for Academic Excellence.
 1. Staff includes a coordinator for first-year freshmen Christa Watts and a newly hired full-time academic advisor Darcy Hayes.
 2. New student orientations went well. Faculty were dependable helping with summer orientation.
- d. Dr. Higy inquired of Ms. Brackin whether there has been a change in the student declaration of major and assignment of faculty advisor policies.
 1. Ms. Brackin said there has been some change in the way advisors for some new freshmen have been entered into the system based on which major entering students put on their applications.

2. There was considerable discussion among the committee members how and when students should be assigned faculty advisors within their departments. Ms. Brackin said there needs to be a clear policy.

6. Old Business

There was no old business.

7. New Business

a. Ms. Brackin alerted the committee that the School of Business and the department of Social Work separately have requested of the Registrar that students be placed under the academic requirements of the catalog in place at the time the student declares his or her major.

1. Under present policy, a student is bound by the catalog in effect at the time the student enters the university or a student can apply to be placed under a more recent catalog.

The catalog in effect when a particular student declares his or her major is not currently tracked by the Registrar's office.

2. Dr. Higy said this issue involves the contract with the student. She agreed to speak with the university attorney Donna Payne.

3. Ms. Brackin agreed to ask other Registrars in the system.

b. Dr. Higy and the committee agreed that the policy of assigning faculty advisors needs further review.

1. Ms. Brackin asked Ms. Richardson-Cox to alert Ms. Clark about this discussion.

2. Dr. Higy asked that Ms. Clark survey other schools in the system to see how faculty advisors are assigned.

3. Ms. Brackin said the Registrar's office needs a paper trail.

8. Announcements

There were no announcements.

9. Adjournment

The meeting was adjourned at 4:39 p.m.

Respectfully submitted,
Dr. Judy Curtis, secretary