

Enrollment Management Subcommittee
September 14, 2016, 3:30 pm
UC Room 233

Minutes

Members in attendance:

Emilia Bak, ARTS (to 2018)
Melody Chuang, EDUC (to 2018)
Robin Snead, LETT (to 2017), Chair
Rachel Smith, NS&M (to 2017), Secretary
Shilpa Regan, S&BS (to 2018)
Scott Billingsley, Associate Vice Chancellor for Enrollment (ex officio)

Members not in attendance:

TBD, Student Government Association Representative

Guests in attendance:

Michael Clawson, Military Outreach
Melissa Schaub
Cammie Hunt, Engaged Outreach/DE
Terry Locklear, Distance Education
Lourdes Silva, Registrar

- I. The meeting was called to order at 3:30pm.
- II. Approval of Minutes of April 13, 2016 were approved as circulated.
- III. The agenda was adopted as circulated.
- IV. Report from Associate Vice Chancellor for Enrollment
Dr. Scott Billingsley briefly reviewed the census numbers for the incoming class:
New students:
 Freshman: 1093
 New transfers 539
 New graduate students 252
Readmitted students:
 Undergraduates 140
 Graduate 14
New Special Students
 Undergraduates 150
 Graduate 6
Total New: 2194
Total Continuing: 4083
Total enrollment: 6277

Mr. Clawson added that 1025 students (16.3%) of current students self identified as military-affiliated. Mr. Locklear added that the total number of current Distance Education students (online and off-site) is 1093.

V. Unfinished Business

A. Military Deployment Agreement Form for military incompletes and military withdrawals

Subcommittee members reviewed and revised the draft form which was distributed to members. Two changes were suggested:

- 1) Adding the Chair's signature box to each course selection in Part A
- 2) Adding a second page/section to Part B: the IM form which is to be completed by the instructor and student after his/her return from deployment giving deadlines for each assignment to be completed.

A second draft of this form will be brought back to the subcommittee for final review and possible approval at the October meeting.

B. Online Course Attendance and Roster Verification

Since there is a federal requirement prohibiting institutions from charging students for courses which they have never attended and there have been disputes previously about what constitutes attendance, last year the subcommittee conducted a survey of faculty to determine how faculty teaching online courses define attendance for the purposes of roster verification. The results of the survey showed that faculty use a broad variety of different approaches to defining attendance including having a student logged into the course management software system, time spent logged in, completion of an assignment, etc. The subcommittee determined that it was appropriate to require faculty teaching online courses to require the completion of an assignment during the roster verification period to be used to indicate attendance for the purposes of roster verification (especially in light of the fact that the Blackboard feature which tracks student log-ins is currently not functioning correctly).

The following motion was proposed but tabled until the subcommittee could determine to what sections of the Faculty Handbook and UNCP Catalog it should be added. A revised motion showing the language in the context of those sections of the handbook and catalog will be brought to the subcommittee at the October meeting for their further consideration.

Motion:

To ensure compliance with federal policy, the subcommittee recommends that the following should be added to the faculty handbook:

Faculty teaching an online course should require completion of an assignment of the faculty's choosing (e.g. syllabus quiz, personal introduction, email to the instructor, discussion board post, etc.) that requires active student participation (beyond logging into the course management system) within the roster verification period.

VI. There was no new business.

VII. Announcements

The March meeting falls during Spring Break and has been removed from the schedule. If a March meeting is needed, subcommittee members will agree on an alternate meeting time during the February meeting.

VIII. The meeting was adjourned at 4:37 p.m.