

**Enrollment Management Subcommittee**  
**November 9, 2016, 3:30 pm**  
**UC Room 233**

**Minutes (approved 12/11/17)**

**Members in attendance:**

Emilia Bak, ARTS (to 2018)

Derek Oxendine, Director, Center for Student Success (ex officio)

Robin Snead, LETT (to 2017), Chair

Shilpa Regan, S&BS (to 2018)

Cammie Hunt, representing Scott Billingsley, AVC for Enrollment (ex officio)

**Members not in attendance:**

Melody Chuang, EDUC (to 2018)

Rachel Smith, NS&M (to 2017), Secretary

TBD, Student Government Association Representative

- I. The meeting was called to order at 3:30 pm.
- II. The minutes of September 14, 2016 were approved as circulated.
- III. The agenda was adopted as circulated.
- IV. Report from the Chair  
Chair Robin Snead reported that we've received no contact from SGA regarding a representative for this subcommittee. In September, Committee on Committees Chair Tom Dooling contacted the SGA to remind the group they needed to designate a representative. There has been no update. Another attempt will be made to contact SGA so that we have student representation on the committee.
- V. Report from the Associate Vice Chancellor for Enrollment  
Cammie Hunt offered the report for Scott Billingsley.
  - A. The AVC for Enrollment position description has been approved, placed in OES, and advertised. Mark Milewicz is serving as the chair of the search committee. Derek Oxendine is a member of the committee. The timeline for the search is uncertain at present. Review of applications may begin in January.
  - B. The Strategic Enrollment Planning Team (SEP) meeting originally scheduled for Monday the 14<sup>th</sup> has been postponed. Chancellor Cummings wants to discuss short and long term enrollment goals with the cabinet. Following this discussion, the SEP will be tasked with:
    1. setting actual enrollment goals with the guidance of the cabinet's discussion.
    2. looking closely at enrollment in Fall 2015. What led to the big enrollment increase then? What was done differently? Was there simply a larger pool of high school graduates that year? The group will consider whether the enrollment numbers for Fall 2014 and Fall 2016 are more realistic than the Fall 2016 numbers.

3. developing enrollment goals specifically for international students. One of the Chancellor's goals is to increase the numbers of international students.
- C. Following Dr. Hunt's report, questions were raised about the impact NC Promise may have on our Fall 2017 enrollment. Will 2017 high school graduates who wish to attend UNCP defer their college education until Fall of 2018 to take advantage of lower tuition?

## VI. Unfinished Business

### A. Military Deployment Agreement Form for Military Incompletes and Military Withdrawals

1. A revised form, reflecting comments from the September meeting, was disseminated to the group with the agenda packet. Changes include the addition of a space for the department chair's signature for each course on Part A of the form, and the addition of a section on Part B, the Contract for Completion of a Military Incomplete, to be completed by the instructor and the student after the student returns from deployment.
2. A motion was made to accept the form. The motion was seconded and passed. The form will be sent to the Academic Affairs Committee for approval.

### B. Online Course Attendance and Roster Verification

1. The statement defining online course attendance for roster verification was disseminated in the agenda packet, with indications of where it should be placed in both the Faculty Handbook (pg. 155) and the Academic Catalog (pgs. 71-72).
2. A motion was made to accept the statement and its placement in the locations noted. The motion was seconded and passed. This statement will be sent to the Academic Affairs Committee for consideration.

## VII. New Business

### A. Graduation Clearance Process Changes Questions/Concerns

1. A question was raised about the new timeline to apply for graduation. While applying for graduation one year prior to the anticipated grad date may help the Registrar's Office, how does this benefit the student? Derek Oxendine explained that with the previous timeline, some students learned too late (in their last semester, or just prior to their last semester) that they were missing requirements for graduation. In theory, the earlier application date will allow students to be notified of missing requirements earlier. Shilpa Regan noted, however, that item 2 on the information distributed to faculty by the Registrar (9-27-2016) indicated students will "receive their audit letters prior to registering for their final term at UNCP." This does not suggest that notification will be made any earlier. Given the one year application deadline, that notification should come sooner.
2. Advisors are receiving degree audit emails about their advisees, but it is unclear what action should be taken in response to these emails.
3. Concerns were raised about item 4 on the information distributed to faculty by the Registrar (9-27-2016), which indicates that all students "missing graduation requirements will receive follow-up communications

from the Center for Student Success (CSS), as well as from their chairs or academic advisors and the GCT.” Does every student missing grad requirements really need to go through CSS? This seems to be a waste of the time and resources of the CSS, who becomes a scapegoat for poor advising in (some) departments. Derek Oxendine reported that GPA is one reason students do not graduate. Advisors in some departments refuse to inform a student when there is no way he/she can pull up his/her GPA in time to graduate, and some advisors refuse to help a student calculate the GPA he/she needs to make in the remaining semester(s) in order to graduate. This is work the CSS does. The committee feels that overburdening the CSS is an inappropriate way to address poor advising.

4. Shilpa Regan read an email sent to a student from the GCT (with all identifying information redacted). The email indicated that based on the student’s midterm grades, his/her GPA was too low to graduate in December, and the student’s graduation date had been changed to May. This email was sent without consultation with the advisor or the department chair. The concern is that there is no way for the GCT to know what remains in the course(s) after midterm, and whether the student, in fact, might raise his/her grades significantly. It was further noted that some faculty do not calculate actual grades at midterm, and therefore midterm grades may not be an accurate representation of a student’s performance. Is it standard practice for the GCT to calculate GPA based on midterm grades, and change a student’s graduation date with no consultation with the advisor or department chair?
5. Robin Snead will draft an email on behalf of the committee to Registrar Lourdes Silva for response. She will be invited to the January meeting of EMS if she would like to address the committee.
6. Shilpa Regan suggested that the Registrar should serve on the Advising and Retention Council.

B. Information from the Center for Student Success

1. The Center for Student Success would like to start a conversation about changing the grade requirement for passing UNV 1000. Derek Oxendine will bring this up with Curriculum.
2. UNCP has contracted for a new tool for advising, a platform developed by EAB (Educational Advisory Board). This tool incorporates many features including (but not limited to) advising notes, an appointment scheduler, and predictive analytics. Derek Oxendine explained possible ways of implementing this tool on campus, and shared that it will be available for (limited) piloting in the spring semester. An official announcement about this will be made at the December General Faculty Meeting.

VIII. Announcements

There is no December meeting of EMS. The next meeting will be January 11, 2017.

- IX. The meeting was adjourned at 4:29 pm.

