

Enrollment Management Subcommittee  
February 8, 2017; 3:30 pm  
UC Room 233

**AGENDA**

**Membership:**

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)

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

TBD, Student Government Association Representative

- I. Call to Order
- II. Approval of Minutes of January 11, 2017
- III. Adoption of Agenda
- IV. Brief presentation and Q&A with the Educational Advisory Board on the Student Success Collaborative
- V. Report from the Chair
  - A. Military Student Success Policy language and forms
  - B. Communication with the Provost—faculty notification regarding incomplete grade contract
  - C. Communication with the Registrar regarding changing students' graduation date/graduation clearance process
- VI. Report from Associate Vice Chancellor for Enrollment
- VII. Unfinished Business
  - Proposal to change the how a grade of incomplete is calculated in a student's QPA
- VIII. New Business
  - A. Concern with students added to full classes after drop/add date without permission of faculty members

B. Academic Standing Policy—proposal for revision from The Office of the Registrar, The Office of Financial Aid, and the Center for Student Success

IX. Announcements

A. No March meeting due to Spring Break

B. Next meeting April 12. This will be the final meeting of EMS for the 2016-2017 term. Agenda items needed by April 10

X. Adjournment

Enrollment Management Subcommittee  
January 11, 2017; 3:30 pm  
UC Room 233

**Minutes (Draft)**

**Members present:**

Emilia Bak, ARTS (to 2018)  
Robin Snead, LETT (to 2017), Chair  
Rachel Smith, NS&M (to 2017), Secretary  
Shilpa Regan, S&BS (to 2018)  
Derek Oxendine, Director, Center for Student Success (ex officio)

**Members not in attendance:**

Melody Chuang, EDUC (to 2018)  
Scott Billingsley, Associate Vice Chancellor for Enrollment (ex officio)  
TBD, Student Government Association Representative

1. The meeting was called to order at 3:30 pm.
2. The minutes from the November 9, 2016 meeting were approved as circulated.
3. The agenda was adopted with the addition of more details regarding the other new business including the dissemination of the incomplete policy passed last year and the notification of faculty regarding student withdrawals.
4. Report from the Chair

The Chair reported on the passage of the online attendance policy originating in EMS by Academic Affairs and the Faculty Senate. She explained that a question about the wording of the Military Students Success agreement had caused it to need revision (see New Business). The Chair along with CSS Director Oxendine updated the subcommittee on the progress of the search committee for the new AVC of Enrollment. The search is underway and 2-3 candidates will likely be interviewed in February.

5. No representative from Enrollment was present to give a report.
6. Unfinished Business  
Graduation Clearance Process

The subcommittee reviewed the responses provided by the Registrar (Appendix A) in response to questions and concerns about the new Graduation Clearance Policy. The subcommittee felt that changing a student's graduation date based upon midterm grades was unwarranted but asked that the Registrar's office continue to inform a student in his/her final semester if his midterm grades warrant concern about the student's ability to complete graduation requirements. The Chair will communicate this to the Registrar's office.

## 7. New Business

- a. Military Student Success Agreement—Slight wording change requested by Academic Affairs (Appendix A)

Academic Affairs asked the subcommittee to clarify the fact that the 60%, 80% etc. completion benchmarks in the document refer to the amount of time during the semester which has passed rather than the amount of the work for the course which has been completed by a student. The subcommittee moved to add the following parenthetical phrase to follow each reference to % benchmark in the document: (e.g. X weeks of the Fall/Spring semester). The motion passed.

- b. Incompletes

The subcommittee discussed that many faculty were unaware of the Incompletes Contract policy and form which were adopted last academic year and that this issue needed to be addressed since it had been largely ignored by faculty assigning I's at the end of Fall 2016. The subcommittee decided that an email from Interim Provost Billingsley, either directly or through Deans and/or Chairs, would be the most effective means of disseminating this information. The Chair will follow up with Dr. Billingsley to determine the best way to carry this out.

- c. Incompletes grade

Recently, it came to light that a student who receives an I in class due to Title IX issues cannot be harmed in doing so, therefore either a new type of I specific to that issue would need to be created (as with WI) or all I's should no longer count as F's in computing the GPA. Dr. Smith volunteered to bring revised catalog language removing the penalty for an I to the next subcommittee meeting.

- d. Notification of Withdrawals

The subcommittee discussed whether or not it was problematic that faculty and advisors receive no notification when a student withdraws from the University. No action was taken.

- e. Clarifications from CSS

- f. CSS Director Oxendine notified the subcommittee about two new practices not requiring changes to the catalog which were going to take place.

- i. Although it has been the practice that students must pass UNV1000 with a C, this practice was never a written policy. Since the Advising Center/CSS no longer wish to enforce this policy, from now on, any grade above an F will be considered a passing grade in UNV1000.
  - ii. The written policy is that all students who enter or transfer in as freshman (i.e. fewer than 30 hours) are required to enroll in UNV1000. This has not always been the practice which was following but it will be from now on.
  - iii. The developers of the new advising system will be on campus on February 8<sup>th</sup> to train/preview the system. The system should be ready for faculty to pilot in April/May. CSS will be asking department chairs to volunteer for the pilot. The full implementation for all faculty will occur in Fall 2018.
8. There were no announcements.
9. The meeting was adjourned at 4:13pm.