

Enrollment Management Subcommittee  
Wednesday, April 12, 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)

Stewart Thomas, Interim 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 for the called meeting on February 28, 2017.
- III. Adoption of Agenda
- IV. Report from the Chair
  - A. Update on the proposed changes to the grading system (impact of the “I” grade)
  - B. Update on proposed changes to the Academic Standing Policy, considered in Senate April 5, 2017
- V. Report from Associate Vice Chancellor for Enrollment
- VI. Unfinished Business
  - A. Draft of language to be sent to faculty as a reminder of the Incomplete form for consideration and comment (Appendix A)
- VII. New Business
  - A. Query from faculty member regarding lack of class availability for transfer students during transfer orientation (Appendix B)
  - B. Other new business
- VIII. Announcements
- IX. Adjournment

## Appendix A

Draft of language to be sent to faculty as a reminder of the Incomplete form for consideration and comment:

In May 2016, Faculty Senate passed a policy change that requires the development of a “contract” between the faculty member and student when a grade of incomplete is assigned. ***Under the policy, when a grade of “I” is to be assigned, a “Request for Grade of Incomplete” form must be filled out, signed by the student, the instructor, and the department chair, and must be filed with the Registrar’s Office.***

The form establishes the requirements that the student must complete to finish the coursework, as well as the deadlines, ensuring that both the instructor and the student are aware of those requirements. Further, should an instructor leave UNC-Pembroke before the “I” is cleared, the form provides official documentation of the requirements that the student must complete, and aids the department chair in facilitating the process.

## Appendix B

The following email was sent on April 4, 2017 to Robert Arndt, the Chair of the Academic Support Subcommittee. Mr. Arndt forwarded it to Enrollment Management for our consideration, as it is an issue that falls under our charge rather than Academic Support.

### RE: Item for discussion Academic Support Subcommittee

Robert Arndt

 You replied to this message on 4/4/2017 1:31 PM.

Sent: Tue 4/4/2017 11:55 AM

To: [REDACTED]

Cc: Robin Snead; Sara Simmons

Phone: (910) 251-2607

910.521.6529

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From: [REDACTED]

Sent: Monday, April 3, 2017 9:11 PM

To: Robert Arndt

Subject: Item for discussion Academic Support Subcommittee

Hi Robert,

I apologize for not getting this item to your committee earlier in the year but at the very least, maybe a preliminary discussion can take place. My perspective is based on my experience with advising transfers and assisting with transfer orientation.

Issue: Transfer students coming to UNCP have very limited choices when registering for courses in their first semester at UNCP. This applies to almost all transfers, including those needing to register for Gen Ed and major classes. Thus, it seems as they are starting off at a disadvantage academically. Often times the schedule is created by arranging random or unordered courses just to be able to have a full schedule that may also take place at a variety of times. I wonder if there is some strategic solution that could be implemented for transfers such as closing certain sections of Gen Ed courses to "reserve" seats for these students. Ideally, transfers coming in with an associate's degree and/or those seeking courses in a major would also have more ideal options that just whatever sections may be open. As these students have chosen UNCP to continue their education and complete a degree, it seems UNCP should be more accommodating to ensure their success.

I did briefly discuss my observation with Derek Oxendine and some of his staff at the January transfer orientation.

Thanks to you and the committee for considering this item.