

Enrollment Management Subcommittee
November 11, 2015, 3:30PM
UC Room 233

Minutes (approved 1/13/16)

Membership in attendance:

Jaeyoon Kim, ARTS (to 2016)
Frankie Denise Powell, EDUC (to 2016)
Robin Snead, LETT (to 2017)
Rachel Smith, NS&M (to 2017)
Emily Neff-Sharum, S&BS (to 2016)
Garrison Davis, Student Government Association Representative

Members not in attendance:

Melissa Schaub, Associate Vice Chancellor for Enrollment (ex officio)

Visitors:

Scott Billingsley, AVC for Academic Affairs
Natricea Drake, Registrar
Terry Locklear, Distance Education

- I. The meeting was called to order at 3:32pm.
- II. The minutes of the October minutes were approved as circulated. ([Appendix A](#))
- III. The agenda was adopted as circulated.
- IV. Report from the Chair
 - No minutes from the Advising and Retention Council were received.
 - No other UNC system institutions have yet created policies to address the Military Student Success piece that was recently added to the UNC Policy Manual, so we cannot follow what other schools have done.
- V. Report from Dr. Schaub's office- Natricea Drake gave the report on behalf Dr. Schaub.
 - December Graduation: 377 undergraduates and 74 graduate students will obtain degrees
 - More undergraduates have registered for Spring 2016 courses than had at the same point last year. This implies that the retention rate may also be higher but has resulted in course availability issues since more sections are full.
 - In addition, it is expected that 200 new students will enter in Spring 2016
 - Also, fewer students were (will be) suspended due to the change in policy so more students will be returning.
 - The Registrar's office is trying to deal with the increased demand for slots in courses by adding sections and raising caps.
- VI. Unfinished Business
 - a. Update on items for action to come into compliance with the UNC Policy changes 700.7.1[R] Regulations for Military Student Success

The Ad Hoc committee (composed of Robin Snead and Emily Neff-Sharum) met to consider options for timelines for the new military withdrawal/incomplete policy which needs to be drafted. Some options would be to have the withdrawal only be an option prior to the current withdrawal schedule or to create a separate deadline for military withdrawals. The committee also indicated that it wouldn't make sense to allow the military students to request an incomplete prior to the census date. A meeting has been set with Mike Clawson, Coordinator of Military and Veterans Services and Natricia Drake, Registrar, to discuss the implications of the new policy.

- b. Reopen the question of the need for an official definition of attendance for online courses and roster verification. Survey was not sent last year. ([Appendix C](#)). Although this issue was discussed in EMS last year, the survey that was created was never distributed to the faculty.

The subcommittee voted unanimously to send the survey to faculty to get their feedback on how they have been defining attendance in their online courses. The survey will likely be distributed to faculty by AVC for Enrollment Schaub.

VII. New Business

- a. Discussion about adding oversight of athletics as it relates to academic enrollment as a charge for this committee ([See Appendix D](#)).

The Faculty Governance committee asked the subcommittee to consider whether or not they thought it would be appropriate for EMS to take on oversight of academic matters related to student athletes. Scott Billingsley who had previously chaired the University Athletic Committee indicated that this University committee has five faculty members who are appointed by the Chancellor and that the committee reports to the Faculty Senate each semester. The subcommittee members did not feel that it would be appropriate for EMS to take on this additional responsibility.

- b. Forum for electronic course withdrawal system

The open forum on the electronic course withdrawal system will be on Nov. 16th. The process will be a workflow process which will allow the instructor and advisor to approve a course withdrawal electronically once the student has submitted the request. The committee suggested that they system add a box asking the student to indicate why they would like to withdraw from the course.

- c. Open discussion on requiring a form for incompletes. Dr. Powell provided an example of an incomplete form ([Appendix E](#)).

The Military Student Success policy will require use to give a student called to active duty 3 years to complete the incomplete so the need for a paper trail indicating what work needs to be completed by the student in order to satisfy the requirements of the course will be essential. Dr. Smith volunteered to revise the draft provided and bring the language in the Faculty Handbook regarding incompletes to the next subcommittee meeting.

VIII. Announcements: The next meeting is scheduled for January 13, 2016.

IX. The meeting was adjourned at 5:01pm

Appendix A

Enrollment Management Subcommittee
October 14, 2015, 3:30PM
UC Room 233

Minutes (Draft)

Members in attendance:

Jaeyoon Kim, ARTS (to 2016)
Frankie Denise Powell, EDUC (to 2016)
Robin Snead, LETT (to 2017)
Rachel Smith, NS&M (to 2017)
Emily Neff-Sharum, S&BS (to 2016)
Melissa Schaub, Associate Vice Chancellor for Enrollment (ex officio)
Garrison Davis, Student Government Association Representative

- I. The meeting was called to order at 3:32pm
- II. The minutes from the September meeting were approved as circulated.
- III. The agenda was adopted as circulated.
- IV. Report from the Chair
 - a. Receipt of minutes from the Advising and Retention Council (Appendix B and C)
Minutes from the Advising and Retention Council will be forwarded to EMS as a way of having them including in the Faculty Senate structure.
No action was taken regarding any previous business from the Academic Affairs Committee.
An attendance policy was passed by Faculty senate and then forwarded to Board of Governors but if rejected by the BoG, may come back to the EMS.
- V. Report from Dr. Schaub
 - The Enrollment Division and administration are continuing the process of making enrollment projections. It is important that these be fairly realistic since our enrollment projects determine state appropriations if we fail to meet the projection, we will have to return some of the appropriations. They are, looking at last year's number and revising the projection in light of current enrollment. UNC-GA will look at our enrollment projection and if they feel it is required with ask for revisions.
 - The search for a new Registrar is underway with two of the three candidates having visited and the remaining interview scheduled for 10/19. Dean Milewicz is the chair of that search committee.
 - The search for a new TRIO project director is nearly complete since the candidates have been interviewed and the offer to the top candidate will be made soon.
 - Requests for appointments with the Writing center and ASC tutors are high; HAWK Alerts are low compare to last year.

- The HawkAlert malfunction, which mistakenly sent alerts concerning students from 2012, was a result of lack of updates and DoIT and the software vendor are working to resolve the issue.
- The NAPE-NASNTI grant's no cost extension was approved so Transfer Transition Office will be open through January 2016 and the Praxis Plus program will continue through February 2016.
- The authors of *Picking Cotton*, which was the 2015 Common Reading Experience, spoke to the freshman 10/12 at GPAC and there was good attendance and active participation.
- The Admissions Office has begun recruitment for the Fall 2016 matriculation class.
- The census date total enrollment for Fall 2015 was 6441.

VI. Unfinished Business

- c. Develop items for action to come into compliance with the UNC Policy changes 700.7.1[R] Regulations for Military Student Success (Appendix D).

An Ad Hoc Committee made up of Robin Snead and Emily Neff-Sharum will be developing policies to meet the requirement of this UNC Policy Manual document. Mike Clawson and Natricia Drake will be asked to join the Ad Hoc committee as well. They will be charge with addressing parts of sections IV and VI related to Withdrawals and Incompletes for military students called to service.

VII. New Business- none

VIII. Announcements

New Business for the November EMS agenda will include"

- Development of a form for faculty to complete when filing an Incomplete which details the remaining work required to be completed.
- Development of an Online attendance policy.

IX. The meeting was adjourned at 4:50pm.

Regulations for Military Student Success

This regulation provides a framework for the constituent institutions of the University of North Carolina to develop and maintain a comprehensive network of services for military-affiliated students seeking to meet their educational goals. This regulation implements the requirements of UNC Policy Manual, Section 700.7.1 and intends to promote the general welfare of service members, veterans, spouses, and dependent family members at the constituent institutions.

I. Admission of Active Duty Service Members and Veterans. For purposes of undergraduate admission, all persons having completed a minimum of three years of active duty service¹ will be considered transfer students in the admissions process pursuant to UNC Policy Manual, Section 700.1.1.2[R], with the branch of service functioning as the institution of transfer. Applicants in this profile shall be required to submit the high school transcript or GED, college transcript(s) (if applicable) and relevant military transcript for evaluation.

A. For applicants who have completed a minimum of three years of active duty service, but do not meet the campus specific transfer admission requirements, constituent institutions are encouraged to develop academic contracts² to assure admission for a future term. Upon successful completion³ of college-level courses required for admission as outlined in the academic contract, these students will be admitted subject to campus safety policies and procedures.⁴

B. Application Fees for Active Duty Service Members. Campuses are encouraged to waive the admissions application fee for all service members if they are in an active duty status at the time of application.

II. Data Collection and Reporting on Military-Affiliated Students. Consistent with the recommendations contained in the *UNC SERVES April 2010 Report to the President* and the intent of the President of the United States' Executive Order 13607, "Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members" issued April 27, 2012, University of North Carolina constituent institutions shall establish a section in their undergraduate and graduate admissions application entitled, "Military Status for Financial Aid and Residency Determination."⁵

The General Administration will work with the constituent institutions to create space in the Student Data File for the information and develop an annual report of this information.

Campuses must develop appropriate protocols to assure the security of all information related to status of active-duty students and students eligible to be activated.

¹ Years of service should be calculated on a calendar years basis from date of enlistment to present (if still enlisted) or exit date (if discharged or retired). Student should provide proof of enlistment and exit date (if discharged or retired) by submitting one of the following:

- Most recent Leave and Earnings Statement (enlisted)
- DD214 (discharged or retired)

² See UNC Policy Manual, Section 700.7.1[G].

³ A minimum GPA of no less than 2.0 defines "successful," but does not guarantee admissions.

⁴ Required checks for campus safety will be performed.

⁵ The questions posed in this section are detailed in UNC Policy Manual, Section 700.7.1[G].

Appendix C

Final Draft Survey Questions for Roster Verification Standardization for Online Courses

- 1) Do you use Blackboard or a commercial site without Blackboard (i.e., a publisher's site) for courses taught online?
 - Blackboard
 - Other site
 - Blackboard and another site

- 2) If using another site, please explain.
- 3) What counts as attendance in your online courses (for instance, in computing the last date of attendance for entering a failing grade in an online course or in grading attendance)? Check all that apply.
 - Log into Blackboard (or other website)
 - Time spent logged in
 - Discussion board participation
 - Assignment completion
 - Other. Explain.
- 4) How do you check attendance for verification in online courses? Check all that apply.
 - Log into Blackboard (or other website)
 - Time spent logged in
 - Discussion board participation
 - Any assignment completion
 - Specific roster verification assignment
 - Other. Explain.
- 5) Does there need to be an official, university wide definition for online course attendance (for example in computing last day of attendance for entering a failing grade in an online course)?
 - Yes
 - No
 - Unsure
- 6) Does there need to be an official, university wide definition of attendance for roster verification purposes?
 - Yes
 - No
 - Unsure
- 7) Have you had a student dispute an online roster verification decision?
 - Yes
 - No
- 8) Comments

Appendix D

TO: Brooke Kelly, Chair, Student Affairs & Campus Life Committee
Abigail Mann, Chair, General Education Subcommittee
Emily Neff-Sharum, Chair, Enrollment Management Subcommittee

FROM: Scott Hicks, Faculty Senate Chair

DATE: Oct. 30, 2015

RE: Request for Consideration of Creating and Reorganizing Faculty Senate Subcommittees

I am writing at the request of the Committee on Faculty Governance, chaired by Jesse Peters, regarding potential modification of the Faculty Senate's subcommittee structure so as better to facilitate the General Faculty's responsibilities in (1) overseeing the curriculum in the area of writing intensive programming and (2) advising the Chancellor in the area of athletics.

The Committee on Faculty Governance asks for the General Education Subcommittee's discussion and consideration of expanding the latter's charge to include oversight of all graduation curricular requirements that affect all students, an expansion that would add writing intensive curricula and programming to the subcommittee's current oversight of General Education coursework.

The Committee on Faculty Governance also asks for Student Affairs & Campus Life Committee's and Enrollment Management Subcommittee's discussion and consideration of expanding or revising the latter's charges to include oversight of student athletics. Governance Committee members believe one or both of these committees might best be positioned to examine course clustering data and attendance policies, for example, as they link curricula and athletics.

Please find further information for your consideration and discussion in the following memo, and please advise Chair Peters as to the concerns, questions, and recommendations of your committee.

Thank you for your consideration and expertise, and we look forward to receiving your committees' responses.

Background: According to the Standards of Shared Governance adopted by the UNC Faculty Assembly in April 2005 and with the vocal support of the Office of the University President, “[t]he university’s curriculum is the responsibility of the faculty. The faculty ... must give approval to academic policies prior to their implementation, including but not limited to ... (a) graduation requirements; (b) the undergraduate curriculum; ... and (g) the establishment of individual new courses.” Moreover, according to these standards, “[t]he chancellor and other senior administrators should consult in a timely way and seek meaningful faculty input on issues in which the faculty has an appropriate interest but not primary responsibility, including ... intercollegiate athletics.”

The Faculty Senate’s current structure does not include subcommittees dedicated to the curricula and assessment of the University’s writing intensive program or the University’s athletics programs. Rather, faculty participation in development, oversight, and evaluation of these areas occurs through the framework of the QEP and University Athletics committees, University committees whose memberships are appointed by the chancellor or other senior administrative leadership.

According to the Chancellor’s website on University committees, the QEP Committee is composed of representatives of diverse academic departments to assist in the implementation, administration, and assessment of the 2010 Quality Enhancement Plan in the area of enhancing students’ competencies in written communication. Also according to the Chancellor’s website on University committees, the University Athletics Committee is appointed by the Chancellor to monitor athletic schedules, budgets, facilities, and team travel and to oversee the academics, admissions, and financial aid policies pertaining to student-athletes.

During its meetings, the Executive Committee has favorably discussed the creation of a faculty athletics subcommittee that would report to the Student Affairs & Campus Life Committee, the creation of a writing-intensive program review subcommittee that would meet once a semester and report to Academic Affairs Committee, and the modification of the procedures of General Education Subcommittee such that it would meet once a semester.

According to the Bylaws of the Faculty Constitution, “The Committee on Faculty Governance shall review and interpret the Faculty Constitution, the By-laws of the Faculty Senate, and rules of order for the conduct of Senate business. Changes in any of these areas

that are approved by this committee will be brought, by the Committee Chair, directly to the Senate for its action.”

Current Concerns: In AY 2014-2015, Faculty Athletics Representative Jeff Frederick initiated with former Provost Ken Kitts a request for a policy that requires faculty to excuse student absences for all University-sanctioned events, based on anecdotal evidence of student-athletes being penalized for class absences due to team travel. The issue has become contentious, resulting in a Board of Trustees-level policy that faculty see as an abrogation of their prerogative to organize their classes attentive to the needs and demands of their disciplines and pedagogies.

At the same time, in detailing for UNC General Administration the rate of course clustering of student-athletes, UNCP reported 214 sections, “the highest count at any system campus,” of classes in which student-athletes comprised 25 percent or more of the class membership, according to *The Herald-Sun*. Moreover, the report revealed that 171 student-athletes took three or more courses in which student-athletes comprised a sizable proportion of the class roster and that 27 course sections displayed “some sort of grade discrepancy.”

Given the long-term, systemic, and entrenched problems of academic integrity and athletics revealed at UNC Chapel Hill, the lack of regular, independent faculty oversight in University athletics is a matter of concern to the Faculty Senate Executive Committee.

In the area of the subcommittees’ responsibilities in curricular oversight, the Executive Committee is concerned by the lack of business before the General Education Subcommittee, mirrored by the preponderance of business before the QEP Committee, a non-Senate committee. In AY2014-2015, the General Education Subcommittee rendered a judgment on fewer than five curricular proposals, whereas the QEP Committee submitted dozens of courses to the Senate for designation as writing-intensive. What’s more, faculty consistently describe discontent with the transparency of the committee, its responsiveness to faculty concerns, and the meaningful, faculty-driven assessment of writing-intensive courses.

External Considerations and Models: At East Carolina, UNC Chapel Hill, and UNC Greensboro, faculty provide advice and consultation in athletics through its Faculty Senate or Council structure, according to my September 2014 review of UNC system faculty

governance structures. All system campuses have various committees and subcommittees dedicated to the oversight of academics.

In its statement, “The Role of the Faculty in the Governance of College Athletics” (1989), the American Association of University Professors holds that the faculty as a whole has a “fundamental responsibility” in the oversight of University athletics: “The faculty is responsible for reviewing academic programs for student athletes. The faculty must ensure the primacy of academic concerns in athletics as well as in other student programs. Protection of academic integrity against misplaced internal priorities or external demands in athletic programs, as in other matters, is the essential reason for the faculty’s role in institutional governance.”

Charge: Based on this review of relevant background, exigent circumstances, and potential models, and per the Faculty Handbook’s allowance that “[t]he Committee on Faculty Governance shall review and interpret the Faculty Constitution, the By-laws of the Faculty Senate, and rules of order for the conduct of Senate business” and bring any “[c]hanges in any of these areas ... directly to the Senate for its action,” the Executive Committee charges the Committee on Faculty Governance to consider expanding and refining our subcommittee structure in a way that better aligns with faculty responsibilities in curricular programming and the academic welfare of all students, regardless of their scholarship status or their extracurricular demands.

Thank you for your consideration of these simplifications, modifications, and revisions. The Executive Committee looks forward to receiving your recommendations.

References:

American Association of University Professors. “The Role of the Faculty in the Governance in College Athletics.” n.d. Web. 11 Sept. 2015.

Gronberg, Ray. “Athlete course cluster common, UNC reports indicate.” *The (Durham) Herald-Sun*, 7 Sept. 2015. Web.

Appendix E

INCOMPLETE GRADE CONTRACT

The "I" grade may be given only if: (1) the student is unable to complete required work because of an unavoidable circumstance such as illness. It is not to be given to enable a student to do additional work to improve a grade. Assigning the "I" grade is at the discretion of the individual instructor. It is the student's responsibility to request the "I" grade. Generally the student will have completed most of the work required for the course before the "I" is requested. An incomplete must be removed within one semester (excluding summer term) or it will automatically be converted to a grade of "F" by the University Registrar. In determination of quality hours and quality point averages, an "I" is counted as an "F" until it is removed. An "I" does not fulfill prerequisite requirements.

If the student has not completed course requirements and had not withdrawn and made no arrangements with the instructor for the incomplete, the instructor **MUST** give a grade from A to F. The grade of "I" **MAY NOT** be used under these circumstances.

The instructor may set any deadline for completion of work within the one-semester period.

Date of Contract: _____

Student Name: _____

Student ID: _____

Student Major: _____

Semester Taken: _____

Course Number: _____

Course Title: _____

Credits: _____

Instructor Name: _____

CONTRACT TERMS: Specify work to be completed: papers, exams, etc

Required Completion Date:

**** DO NOT RE-REGISTER FOR THE COURSE TO RESOLVE THE INCOMPLETE**

CC Student
 Instructor
 Chair
 Dean