

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

**AGENDA**

Membership:

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. Call to Order
- II. Approval of Minutes (Appendix A)
- III. Adoption of Agenda
- IV. Report from the Chair
  - a. Receipt of minutes from the Advising and Retention Council (Appendix B and C)
- V. Report from Dr. Schaub
- VI. Unfinished Business
  - a. Develop items for action to come into compliance with the UNC Policy changes  
700.7.1[R] Regulations for Military Student Success
- VII. New Business
- VIII. Announcements
- IX. Adjournment

Appendix A  
Enrollment Management Subcommittee  
University of North Carolina, Pembroke

**Minutes (Draft)**

3:30 p.m., Sept. 9, 2015  
233 Chavis UC

Members Present:

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; Garrison Davis, Student Government Association representative

Members not in attendance:

Jaeyoon Kim (ARTS, to 2016),

1. The meeting was called to order at 3:38pm.

2. The subcommittee members introduced themselves.
3. The minutes from the April 8<sup>th</sup> meeting were revised to change FUS to FUSS and Hall Hawk and then approved as revised.
4. The agenda was revised changing Scott to Smith and adopted as revised.
5. Report—Associate Vice Chancellor for Enrollment
  - a) Dr. Schaub reviewed the latest reports on enrollment and retention for the current student body. One high point of the enrollment numbers was in the large number of readmits which is largely due to the **Braves Come Back** program.
  - b) There have been some personnel changes and reorganizations of offices including Mike Berntsen taking over as Interim Director of the Writing Center for Teagan Decker who was appointed the Associate Dean of the Honor's College. The Student Support Services/TRIO Office has been reorganized to prevent redundancy in its services with the ASC. It will now be under the supervision of Derek Oxendine, the ASC Director.
  - c) One of the two NASNTI grants which supports the Transfer Transition Office will not be renewed.
  - d) Dr. Schaub introduced two new additions to the UNC Policy Manual from UNC-GA which may require the development of some new policies pertaining to military and transfer students. (Appendices B and C)
6. There was no old business.
7. New Business  
Emily Neff-Sharum was elected Chair and Rachel Smith was elected Secretary.
8. The meeting was adjourned at 5:10pm

## Appendix B

### Advising and Retention Council Minutes

Monday – April 20, 2015

3:00-4:00PM

103 Sampson Building

Members: Susan Edkins, Elizabeth Froeba (Director of the Advising Center), Carole Graham, Jennifer Johnson, Jan Lowery, David Marquard, Derek Oxendine (Director of Academic Support Center), Karen Pruett (Director of Career Center), Shilpa Regan, Melissa Schaub (Assistant VC of SASR), Rachel Smith

Absent – Jan Lowery, Carole Graham, Jennifer Johnson

- I. Call to order
- II. Approval of agenda
  - a. Agenda approved 7-0-0

- III. Approval of March minutes
  - a. Approved 7-0-0
- IV. Chair's Report - none
- V. Old business - none
- VI. New business
  - a. Review hawk alert form
    - i. Change "referral" to "report" in the Note section of the form
  - b. Membership and staggering terms
    - i. Will request approval/input from Dr. Zoe Locklear
      - Susan Edkins (2012-2015) change to 2012-2017
      - Carole Graham (2012-2015) change to 2012-2016
      - Jennifer Johnson (2012-2015) change to 2012-2016
      - Jan Lowery (2012-2015) change to open position from 2015-2018
      - David Marquard (2012-2015) change to 2012-2016
      - Rachel Smith (2014-2017)
      - Shilpa Regan (2012-2015) change to 2012-2018
      - Beth Froeba – Standing Member
      - Melissa Schaub –Standing Member
      - Derek Oxendine – Standing Member
      - Standing Member for Student Services?
- VII. Announcements
- VIII. Adjournment

## Appendix C

Advising and Retention Council

Wednesday – September 16, 2015

3:00-4:00PM

103 Sampson Building

Members: Susan Edkins, Elizabeth Froeba (Director of the Advising Center), Carole Graham, Jennifer Johnson, Derek Oxendine (Director of Academic Support Center), Shilpa Regan, Melissa Schaub (Assistant VC of SASR), Rachel Smith

- I. Call to order
- II. Approval of agenda

- III. Approval of April minutes
- IV. Chair's Report
- V. Old business
  - a. Hawk alert form
  - b. Membership and staggering terms
    - i. Susan Edkins (2012-2017)
    - ii. Carole Graham (2012-2016)
    - iii. Jennifer Johnson (2012-2016)
    - iv. Rachel Smith (2014-2017)
    - v. Shilpa Regan (2012-2018)
    - vi. Open position (replace 2012-2016)
    - vii. Open position (2015-2018)
    - viii. Beth Froeba – Standing Member
    - ix. Melissa Schaub –Standing Member
    - x. Derek Oxendine – Standing Member
    - xi. Open position to represent student services
- VI. New business
  - a. Fall enrollment numbers (Dr. Melissa Schaub)
    - i. Retention rates
    - ii. Policy changes affecting retention
  - b. UNCP Steering Committee on Advising
  - c. Rotate Minutes
- VII. Announcements
- VIII. Adjournment