

**Minutes**  
**Meeting of the Enrollment Management Subcommittee**  
**October 9, 2019; 3:30 p.m.**  
**University Center 251**

Meeting was convened at 3:30 PM

Roll Call

- The following members were present for the meeting:
  - Dorea Bonneau (EDUC), Chair
  - Courtney Carroll (NSM)
  - Polina Chemishanova (LETT)
  - Joanna Hersey (ARTS)
  - Beth Holder, Dean (University College), Secretary
  - Alice Kay Locklear (CHS)
  - Lois Williams (AVC for Enrollment) via phone
- Faculty Senate Chair Abby Mann also attended the meeting
  
- Corrections to the September minutes:
  - Early college credit: 66% from 74% from last year should be 66 students from 74 students from last year
  - ENG 1050 did not witness influx of freshmen. Some sections were cancelled. Polina Chemishanova has requested data related to historical numbers of incoming students who have credit for English 1050.
  - Alice Kay Locklear felt confused as to why her class caps keeps getting raised without contacting her and asking how she could accommodate the increase in students should be changed to Alice Kay Locklear felt concerned as to why her class caps keep getting raised with contacting her.
- The agenda was unanimously approved

Reports

- Report from the Chair - none
- Report from Associate Vice Chancellor for Enrollment - Lois Williams
  - Admissions has 5 to 6 more weeks of travel to promote UNC Pembroke
  - 220 students are anticipated for the Open House scheduled for this Saturday – October 12, 2019
  - Freshmen and transfer student applications are slightly but not significantly up from this time last year
  - Spring transfer students are predicted to be the same as last spring at approximately 336
  - In response to faculty concern, AVC Williams shares that the registrar's office does not process forms without the appropriate signatures

- AVC Williams is looking into late add “re-add” of students dropped from classes due to non-payment and/or immunization policy. She estimates this impacted 5 students – two of these five students were going to class. The other three students were sent home

#### General Discussion

- Should students who are not enrolled in the course be allowed to attend? There seems to be confusion on this topic. Concerns related to liability were raised. Lois Williams offered to get clarification on this topic – as well as if the student must re-add the exact same class they were previously dropped from
- AVC Williams shared that communication to students and faculty needs to be enhanced. AVC Williams, Registrar Christina Reeves, and Associate Provost Scott Billingsley recently met to discuss this need
- Polina Chemishanova raised the issue for seats for online students. AVC Williams shared that a meeting is scheduled for next week to discuss incoming spring students.
- Students who have the grade of “incomplete” for a course are having difficulty getting Canvas access. Committee Chair Bonneau is going to share this concern with the Technology Committee

#### Old Business – None

#### New Business

- Academic calendar – faculty have shared concerns about scheduling of deadline for midterm grades and fall break
  - Faculty Senate Chair, Abby Mann, shared that this semester’s calendar is unique for a variety of reasons – Thanksgiving is later than usual and a football game was scheduled for fall break weekend. The calendar committee met and decided to push back Fall Break by one week.
  - Faculty Handbook states that the last day to withdraw from a course is the last day of the week after midterm grades are due. With Fall Break starting on Thursday, October 17, students have 2 fewer days to withdraw. There are also 2 fewer days for advising.
  - Senate Chair Mann suggested we may need to reword policy to take into account Fall Break and Advising Week.
  - Consensus of the group to determine what peer institutions are doing. AVC Williams offered for the Registrar’s office to lead this opportunity.
- Ladd add/”re-add” – group agreed that this topic had been appropriately discussed during general discussion.

- Faculty concerns about students not being required to obtain faculty signature for course withdrawal
  - Do Faculty Handbook and University Catalog use same wording of the policy? If not, this needs to be addressed.
  - Some students may want to withdraw from the course due to thinking they are failing – when they are not
  - Faculty are not always available to sign the required form
  - Sometimes the instructor is the primary reason the student wants to withdraw from the course
  - Some students with plagiarism allegations may be able to withdraw from the course in order to avoid Honor Code violation
  - AVC William's team is working on an electronic form that would greatly assist with this process
  
- Senate Chair Mann shared that overall class size has not significantly increased with the implementation of NC Promise
  - College of Arts and Sciences is looking at overload issue – including the number of faculty who are asked to teach overloads. Concerns that the overload policy is not being shared.
  - Concerns that there is no policy about class size. Course caps are at the discretion of the department chair. Consensus that tracking this data would be helpful

Meeting adjourned at 5:00 pm