

*Enrollment Management Committee*

*The function of the Enrollment Management Committee is to consider policies and standards related to admissions and recruitment, financial aid, retention, advising, graduation, and related areas. The Subcommittee is also charged with receiving expressions of concern or interest regarding any of the areas listed above from faculty, staff, administration, or students. The Subcommittee makes recommendations as necessary to the Academic Affairs Committee on these matters.*

*The Subcommittee meets on the second Wednesday of each month during the regular academic year.*

**Enrollment Management Subcommittee  
Wednesday, February 12, 2020 3:30 p. m.  
University Center, Room 208**

- I. Call to Order – Meeting was convened at 3:30 pm
  - The following members were present for the meeting:
    - Dorea Bonneau (EDUC), Chair
    - Beth Holder, (Dean, University College), Secretary
    - Polina Chemishanova (LETT)
    - Joanna Hersey (ARTS)
    - Shilpa Pai Regan (SBS)
    - Lois Williams (AVC for Enrollment)
    - Desmond Woods (SGA representative)
    - (Guest) Jennifer McNeil: Assistant Director of Academic Engagement
  - The following members were absent from the meeting:
    - Courtney Carroll (NSM)
    - Alice Kay Locklear (CHS)
- II. Approval of Minutes from the November 13, 2019 meeting - approved
- III. Adoption of Agenda - approved
- IV. Report from the Chair

Chair Dorea Bonneau reported that at a recent Academic Affairs subcommittee, Provost Ward provided updates related to the budget. The university is expecting enrollment to increase for next academic year. The University Strategic Plan was reviewed and discussed.
- V. Report from Associate Vice Chancellor for Enrollment

AVC for Enrollment Lois Williams shared that UNCP had 7221 students registered as of census. This reflects more transfer and readmit students from last academic year. Enrollment reflects a growth of 769 new students. Fall 2020 enrollment is shaping up. Currently, freshman applications are a bit down but freshman admits are similar to last year. AVC Williams shares that a large number of students do not fully

complete their applications. AVC Williams shares that Enrollment Management is increasing the number of campus events – including Open Houses, Admitted Students Day, and Counselor Days.

Braves Central is now two years old. Input for improvements are encouraged.

VI. Report from Dean, University College

Dean Holder reported that fall to spring retention for Cohort 2019 was 88.3% compared to 90.1% for cohort 2018. Male students continue to depart at a higher rate than female students (90 versus 86%) Adult students (over 21) had a fall to spring retention rate of 73.7%. Reasons for departure are being explored through outreach efforts.

Revisions to Convocation are underway. These will include having a UNCP faculty member serve as the keynote speaker and having the event during the day.

Todd Allen conducted a “mini lean” event was held to review ways to enhance online orientation.

Mark Hunt is working on strategies to enhance the Early Alert process. Faculty input should be included.

A survey related to faculty advising will be sent to all faculty prior to March 1, 2020 to gather the perceptions of faculty related to advising. Advising will be a strong emphasis when Dr. John Gardner and Dr. Betsy Barefoot return to campus (April 20 & 21, 2020.)

Dean Holder shared that students continue to utilize tutor.com at a cost of \$27.00 per hour. Students are now given access to 5 hours of tutor.com for the semester. Usage is being monitored. Strategies to utilize the Writing Center versus tutor.com are being promoted.

VII. Old business

- a. Students not required to obtain faculty member’s signature for course withdrawal  
This policy was approved through appropriate venues. This will result in the need for wording in the Faculty Handbook and Student Handbook to be revised. (New Business)

VIII. New business

- a. Language on Dropping Courses: There is a discrepancy in the wording in the Faculty Handbook and the Student Handbook (see Appendix item attached). This needs to be examined.

The committee recommends the following:

Faculty Handbook, pp. 168 – 169

~~After the drop-add period, to add a course a student must obtain a Drop-Add Form from an academic department, complete the form, have it approved by his or her advisor, obtain the signature of the gaining professor, and present the form (sic) Registrar. To drop a course a student must obtain a Drop-Add Form from an academic department, complete the form, have it approved by his or her advisor, and present the form to the Cashier's Office and the Office of the Registrar.~~

~~A student may withdraw from a course after the drop-add period but prior to and including the last day of classes after midterms grades are reported, with a grade of W, if the student obtains the signature of her or his advisor.~~

To add a course after the drop add date, a student must complete a Course Add Form, obtain the signature of his/her/they advisor and the professor of the course, and submit the form to the Office of the Registrar. A student may withdraw from a course after the drop-add period through last day to withdrawal from a class (see academic calendar) A student may withdraw from a course after the drop-add period but prior to and including the last day of classes after midterms grades are reported, with a grade of W, if the student obtains the signature of his/her/they advisor (or designee.) To withdraw from a course, a student must complete a Course Withdrawal Form, obtain the signature of the advisor or his/her/they designee, and submit the form to the Office of the Registrar. A student will receive a grade of W. A student with active and pending academic violations in a course may not withdraw from that course

*For reference purposes only from 2019-20 academic catalog*

## **Adding, Dropping, and Withdrawing from Courses**

*After a student has completed registration, the only way the student's schedule can be changed is through the drop-add procedure. The adding and dropping of courses during open registration can be done online for current students through BraveWeb. New freshman students will need to see their University College advisor to request changes to complete changes. After the drop/add period, students can add a courses by completing a Course Add Form. The form will need to be submitted to the Office of the Registrar for processing (form must have all necessary signatures before it can be processed).*

*A student may withdraw from a course after the drop-add period through last day to withdrawal from a class (see academic calendar). Students will receive a of W. The Course Withdrawal form is available online, in the Registrar's Office and must be completed and submitted to the Office of the Registrar for processing (form must have all necessary signatures before it can be processed). Students entering UNCP as freshmen will have the option of withdrawing from a maximum of 16 semester hours of coursework.*

b. Maximum of 13 semester

Students on academic probation are currently restricted to enroll in a maximum of 13 credit hours. A review of other UNC system schools reflects that UNC Pembroke is one of a few schools to restrict hours. In addition, if a student is enrolled in more than 13 credit hours, there is no logistical process for removing courses/credit hours from the student's schedule. Students often fall into academic probation due to circumstances that are relevant to one semester (illness, family issue.) The restriction causes students to fall behind academically and decreases their ability to graduate in 4 years.

It is recommended that the policy change:

"Enrollment for the probationary term ~~will~~ may be limited to a maximum of 13 semester hours, and students must participate in the service for probationary students offered through the Center for Student Success (CSS)." The restriction of 13 credit hours can be included in the Academic Success Contract.

VIX. Next meeting – February 26