

## **Enrollment Management Subcommittee Meeting Minutes**

**October 14 , 2020 at 3:30PM**

**Via WebEx**

I. The meeting was called to order at 3:32pm via Webex.

a. Committee Members Present:

- Polina Chemishanova
- Jalen Ellis (SGA representative)
- Joanna Hersey
- Beth Holder (Dean for University College)
- Alice Kay Locklear
- Shilpa Regan
- Crystal Walline
- Lois Williams (AVC for Enrollment)

The following members were absent: Jennifer Whittington

Guests in attendance: Derek Oxendine

II. The Minutes of the September 9, 2020 were approved as read.

III. Chair Report

- a. Indigenous Cultures Proposal: AA met to discuss, and everyone agrees this is an important item. Concerns with implementation are present, so a subcommittee was formed to address these concerns within the next couple of months, then return their results to AA for consideration.
- b. Winter Session schedule is up, with the NC Promise tuition rate, and students are beginning to sign up. It's listed as Fall 3 in Braveweb and is attached to the fall semester. Expanded to more than thirty offerings from across the colleges, including graduate courses. \$196.38 for a 3 credit course.

IV. Member Reports

a. Beth Holder (Dean for University College)

- Registration is underway, in Fall 3 we have several full courses already which is a great sign.
- Enrollment and retention are areas of focus now more than ever, with a new Council with sixteen working groups looking at all aspects of this issue. They will identify barriers and successes and look at common themes which can be future action items.
- The survey that went out this week has a faculty and student version to assess the impact of the virus and she will share these results.
- Having the Emergency Grading Policy again came up as a question from students, so far we have not had an indication we will move to this as other campuses have done this fall. The group is hopeful issues with individual students could be dealt with individually to still provide them support.

b. Lois Williams (AVC for Enrollment)

- Early numbers indicate an upward trend in admission, 7% up for transfer applications and seeing a 79% rise in admits for spring. Spring applications up about 20%.
- Across the system most schools did not meet their expected freshman number, we were also down but not outside of our norm and we are in the middle of the pack. Community colleges were also down after a record summer enrollment. So we are hopeful for next year seeing more activity.
- 24% up in Fall 2021 freshman applications, 15% up in transfer applications, we hope to see these pick up as we get closer.
- They are dropping off materials at schools when they are able, communicating about testing.
- We are seeing a big push in admission work across the system for the upcoming year, so we will want to be strong as we move forward, and we are expecting a birth rate drop to alter future enrollment as well.
- Electronic file project has been really successful, making the system run with less paper. System reviews are continuing to look for ways to adapt manual processes into streamlined shifts to e-formats, which free up personnel to be more face to face with people.

V. Unfinished Business: none

VI. New Business

a. Withdrawals Policy

- Jalen shared with the committee the reaction of the Student Government Association to this proposal change, which was that general consensus from students is that the faculty signature should not be required. Students do understand the reasoning why it might be good to keep the instructor in the loop, as in cases where a withdrawal may not be necessary. Their resolution was shared with the committee: SENATE RESOLUTION 03, A RESOLUTION TO BE ENTITLED, AN ACT TO REMOVE THE INSTRUCTOR SIGN-OFF FROM WITHDRAWAL FORMS, from Student Affairs Chair Jalen Ellis.
- This document outlines the concerns for a smoother withdrawal process for students. The document is in support of the formula giving faculty an email within 24 hours that the signature is requested, then a request to respond with a e-signature within 48 hours, after which point the student may proceed without the signature.
- The Committee voted in support of this document, and the motion passed 7-0-0 in favor.

b. AP Credits Awarded for Transfer

- The question from a faculty member was brought to the committee to identify how decisions are made about which courses and credits are awarded for AP courses the students bring in. It was reported by faculty that a student received credit for two courses from another system school, but only one from UNCP. It seemed that UNCP was more strict in this regard than the other program. Lois will circulate the info she has for this for our next meeting.
- The information on the current system can be found here:  
<https://catalog.uncp.edu/content.php?catoid=24&navoid=1483#advanced-placement>

c. Course Delivery Type and Success Rate

- Faculty requested data regarding success rate based on course delivery type, and any patterns to be aware of when advising. We are continuing to discuss the DFW rate as we look at the new Fall 3, and these various formats of delivery. Online offerings continue to be popular and often fill first during registration.

d. Schedule Availability

- Concerns are that the next semester's schedule doesn't appear for us until right before advising begins. This is causing frustration because some faculty have so many advisees, and need longer than a week to assist them, but the schedule and pin numbers are not available ahead of time. It was requested that the committee consider the factors which keep it from being loaded in advance.
- The group also discussed ideas to streamline the registration process, and looked at various possible new formats, such as a flag in the system that the advisor can tick when the student meets with them, and other time savors to smooth the process.

VII. Announcements: The next meeting is currently November 11, 2020.

VIII. The meeting was adjourned at 4:36PM.

*Minutes respectfully submitted by Joanna Hersey, October 21, 2020*