

**Enrollment Management Subcommittee Meeting Minutes**  
**November 11, 2020 at 3:30PM**  
**Approved as Amended 1/13/21**  
**Via WebEx**

I. The meeting was called to order at 3:31pm via Webex.

a. Committee Members Present:

Polina Chemishanova

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:

Guests in attendance: Christina Reeves, Natricia Drake

II. The Minutes of the October 14, 2020 were approved as read.

III. Chair Report, Shilpa Regan

1. A subcommittee is being formed to discuss the Indigenous Cultures and Communities proposal, the announcement went out and this is underway.
2. The state of NC is experiencing a \$1.1 billion shortfall, set to impact the academic year and future.
3. Library instruction is accepting requests, online and in-person instruction is currently available for all faculty and students.
4. Committee change, Jalen is stepping off and a new SGA rep will be appointed, Jennifer Wittington will also step down and a replacement appointed.

IV. Additional Reports

1. Lois Williams (AVC for Enrollment)

- Undergraduate admissions for Spring 2021 are up 16% in freshman applications (162 v 140), admits are up (90 v 18) as are enrollment conformations (29 v2)
- Transfer applications are down slightly at .5% (760 v 764), transfer admits are up (333 v 254) and enrollment confirms up (228 v 24)
- For Fall 2021 so far freshman applications are down 19% (4074 v 5001), admits are up (2340 v 605), and enrollment confirmations are up (155 v 25)

- Fall 2021 transfer applications are even (576 v 576) and admits are up (32 v 25) as are enrollment confirms (15 v 6)
- Data Summary: up slightly from this point in Fall 2019 overall in registered students (6077 v 5641), new students (155 v 126), and continuing students (5922 v 5515)

## 2. Beth Holder (Dean for University College)

- Support Personnel Addition, Gear Up specialist has started, Shania McMillian will be working with students from selected high schools (based on characteristics such as first generation, etc).
- Trio Program, new position of Retention Specialist starts Monday 11/16.
- Three positions posted today, all five positions grant funded, and in addition, Assistant Director for Student Programs.
- Learning Communities, planning to add two additional learning communities with themes. For example, to gather people with common interests such as the arts, music lovers, etc. These groups will instruct and discourse through the lens of the theme, participating faculty will still teach FRS, perhaps they might use tools like a common read, etc to connect everyone. We know students in these learning communities are retained at a higher rate.
- 83.2 percent of freshman were registered by Monday.
- Cohort 2019 showcasing 88.6 percent retention, the office is troubleshooting reasons such as holds that keeps those remaining numbers from returning.
- Test waiving due to Covid will be causing some changes in regard to course assignments. With only the high school gpa to take into consideration, it's especially important to continue watching the COP students, who often have a lower retention rate in non-Covid years. In terms of courses accepted, we are hoping to match with other institutions across the system, so we don't lose students who get an offer which seems easier from another institution. Courses such as ENG 1040 were mentioned as possibly being affected.

## V. Old Business

### 1. Faculty sign off on withdrawal

- The requested change to remove required faculty signature on withdrawal was approved by AA, and the committee went over the charge to adjust wording for the catalog and student handbook.
- The numbers of maximum withdrawal hours were also discussed, and in comparison to other campuses in the system, which are mostly at 16. There are reasons for ease of implementation to have certain levels in place, but we want to serve the students as well.
- Allowing the students to withdraw through the systems without the advisor knowing, as has been discussed in past meetings, causes worry that DFW rates will rise and students will get into trouble with degree completion since not all classes are offered every

semester. Students may not realize they are putting their degree process at risk, so faculty wish to remain involved in the event their intervention can assist.

- The DE Drops and online messages was also mentioned as needing to be investigated.
- The group discussed the language across the sources (catalog and handbooks). The current Catalog is already updated and correct. The 2020-2021 Student Handbook p. 98-99 needs to be updated so all are the same.
- Shilpa will write up a suggestion for wording changes, taking the updated catalog wording and dropping it into the student and faculty handbooks with track changes, for a special call meeting January 13 at 3:30 to go over this language update.

VI. Announcements: The next meeting is currently January 13, 2021 by special call, since the change to the spring start date did not allow for a January meeting.

VII. The meeting was adjourned at 4:32PM.

*Minutes respectfully submitted by Joanna Hersey, November 16, 2020*