

Enrollment Management Subcommittee Minutes

Wednesday, October 12, 2022 at 3:30PM

Committee Members:

- I. Emilia Bak (**Present**)
- II. Scott Billingsley, Associate Provost, Acting AVC for Enrollment (**Present**)
- III. Derek Oxendine, AVC for Student Success (**Present; secretary**)
- IV. Shilpa Regan (**Present**)
- V. De'maurion Shelley, SGA Representative (**Present**)
- VI. Jessica Siegele (**Present**)
- VII. Laura Staal (**Present**)
- VIII. Joseph Sweet (Absent)
- IX. Crystal Walline (**Present**)

Guest: Ms. Christina Reeves, Registrar

- I. Call to order (3:31 pm)
- II. Secretary assignments
 - a. October 12, 2022 (Derek)
 - b. November 9, 2022 (Shilpa)
 - c. January 11, 2023 (Laura)
 - d. February 8, 2023 (Jessica)
 - e. March meeting will need to be re-scheduled due to Spring Break (Joseph)
 - f. April 12, 2023 (Emilia)
- III. Approval of Minutes from the September 14, 2022
 - i. Approved by acclamation.
- IV. Report from Chair
 - a. Adjunct faculty and textbook adoptions
 - i. Adjuncts not being added up front to the course schedule. Textbook adoptions are now completed in Canvas. If faculty aren't assigned to the course, the adoptions can't be completed in Canvas.
 - b. Procedure to report ICC errors in Degree Audit
 - i. For some students, the ICC is not showing accurately. Christina Reeves confirmed that students with 60 or more credits, only one requirement is needed. Students under 60 hours need the two requirements. If there are problems, email Christina Reeves the Banner ID numbers of students for her to review.
 - c. Other

- i. Some faculty have reported that parents are attending advising sessions with their students. Faculty have called to verify if they are on the FERPA form, but are getting put on hold in the phone loop in the Registrar's Office. Direct line for the Registrar's Office queue is ext. 8404. Faculty can also look up a Registrar employee's direct line on the Registrar Website.
- ii. Faculty are reporting course withdrawals are being processed that were denied by the faculty or advisor, and or course withdrawals are being completed prior to the 48-hour waiting window. Christina Reeves announced the Registrar's Office lost access to "dedrops@uncp.edu" for 7 months and staff who oversaw the DE drops email transitioned to new positions.
- iii. Faculty have expressed an interest to change the drop/add period, but provided no context. Shilpa Regan will investigate further.

V. Reports

- a. Scott Billingsley (Associate Provost, Acting AVC for Enrollment)
 - i. No report provided. The search for a permanent AVC for Enrollment has not begun.
- b. Derek Oxendine (AVC for Student Success)
 - i. Spring 2023 enrollment numbers as of 10/12/22 at 3:00 pm.
 - 1. Freshman – 165
 - 2. Sophomores – 142
 - 3. Juniors – 926
 - 4. Seniors – 1000
 - 5. 2nd Degree – 19
 - 6. Non degree – 5
 - 7. Graduate – 1112
 - 8. Not classified – 1

VI. Old Business

- a. None

VII. New Business

- a. Review credit needed to gain academic honors at UNCP
 - i. Students have expressed concerns over the academic honors policy, especially transfer students. Christina Reeves will review previous academic catalogs to see how long the current policy has been in place. De'maurion Shelley will review SGA historical records. Christina and De'maurion will bring information at a future meeting.
- b. Process and Procedure to be followed by the correct meaning of the policy/process for "taking a course as a visitor at another college"

- i. Christina Reeves presented the current policy in the catalog. After discussion, it was decided that Christina Reeves, Scott Billingsley, Shilpa Regan, and Derek Oxendine should meet to review the language in the catalog.

VIII. Announcements

- a. Next meeting is November 9, 2022 via WebEx.

IX. Adjournment (4:19 pm)