Committee Members:
✓ Tracy Wiggins (ARTS)
✓ Lisa Mitchell (EDUC)
✓ Melinda Rosenberg (LETT; subcommittee chair 2012-2013)
✓ Rachel Smith (NS&M)
✓ James W. Robinson (SB&S)
✓ Sharon Kissick (Registrar)
✓ Janice Goolsby (Associate Director of Financial Aid) on behalf of Jenelle Handcox (Director of Financial Aid)

Student Government Representative

Guests in attendance:
Melissa Schaub (Interim Assistant Vice Chancellor for Student Academic Support and Retention)
Natalya Locklear (Interim Director of Admissions)

Minutes

The meeting was called to order at 3:31pm. The guest and members introduced themselves. The agenda was approved. The minutes of the January meeting were approved as circulated.

Report from the Chair, Dr. Rosenberg
Dr. Rosenberg reported to the committee that the committee’s motion reducing the number of times a student can repeat the same course had been approved by Faculty Senate.

Reports From Administrators
Registrar Sharon Kissick
The staff of the Registrar’s Office will participate in training for the UAchieve system which will replace the DARS audit system over three days next week.

Jenelle Handcox (Director of Financial Aid)
No report.

Dr. Melissa Schaub (Student Academic Support and Retention)
All services under the Center for Academic Excellence continue to grow in terms of the numbers of students served each semester. Faculty use of Hawk Alert increased upon introduction of a new web interface. The Transfer Transition Office is restructuring transfer orientation. The website for degree pathways is being revised. Beth Froba (Interim Director of the Advising Center and Coordinator for First Year Programs) has begun developing advising materials for faculty in conjunction with the Advising and Retention Council.

Old Business
There was no old business.

New Business
1. Roster Verification
Dr. Schaub reviewed the report below concerning the Spring 2013 roster verification process and changes that are being introduced in the process for future semesters.

EMS_Report_Roster_Verification_S13.docx

2. Discussion of new transfer student registration timing and attendance at Orientation

TransferOrientationRequirement.docx

Orientation is being split into one for new student and another for transfers. Transfer orientation will be held every two weeks following the beginning of open enrollment. This year, transfer students who have more than 30 hours of academic credit were given a choice of whether or not to attend orientation and that has created some problems. In the future, they will be required to come to orientation and as a result will be able to register earlier making it more likely that they will get into the classes they need to take.

It was the consensus of the committee that the policy endorsed by the Senate in March 2011 does not preclude the university from requiring transfer students to attend orientation before registering. Therefore, the following actions can happen, without a motion or action and the representatives of functional offices who were at the meeting agreed that they would do the following:

• The catalog language that was inserted in the 12-13 catalog should revert to the language from 11-12 (see attachment).
• The Registrar's office should no longer send a letter to transfer students who have 30+ hours, and will take the letter off their Web site.
• The letter from Admissions will state that orientation is required.
• NSO will send transfer students a letter telling them that their registration is required.
• Online-only students will be directed to the Distance Education orientation Web site by the NSO letter (http://www.uncp.edu/distance/online.htm) in lieu of coming to an orientation session
• DE students who take courses only at distance sites will have to be investigated further.

There were no announcements.

The meeting was adjourned at 4:45pm.