Enrollment Management Subcommittee Meeting
Wednesday, April 10th, 2013
Sampson 103 3:30 p.m.
Minutes
Approved October 9, 2013

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)
✓ Jenelle Handcox (Director of Financial Aid)
Student Government Representative

Guests in attendance:
Melissa Schaub (Interim Assistant Vice Chancellor for Student Academic Support and Retention)

The meeting was called to order at 3:31pm. The agenda was approved with a slight revision of the date for the minutes to be approved.

The minutes of the February meeting were approved as circulated.

Report from the Chair, Dr. Rosenberg
Articulation agreement meetings between all schools met earlier this week.
The work of the Strategic Enrollment Planning Council continues.

Reports From Administrators
Jenelle Handcox (Director of Financial Aid)
The Financial Aid office has begun awarding aid for the 2013/14 AY and will begin sending out notifications in the next week.

Registrar Sharon Kissick
Both the Financial Aid and Registrar’s Offices are adding a phone call recording service in order to provide better customer service.

Marsha Frink, the Registrar’s Office scheduler is out due to medical issues is out but should be back this summer, much to the relief of Registrar Kissick.

This summer, training with individual departments which will allow them to do their own scheduling will take place with a goal of beginning “self-scheduling” to begin in Spring 2014.

Ms. Kissisk expressed concern about a motion which was brought to Faculty Senate which recommended that classrooms for Supplemental Instruction should be assigned in
the first week of the semester since that is the busiest week of the semester and this would place a great strain on the Registrar’s Office.

Both a Military Service Withdrawal Policy and a Medical Withdrawal Policy are being developed and will come to the committee next year after review by DSS, University Counsel, etc.

**New Business**

**Posthumous Degree Policy (Appendix A)**

Passes unanimously 6-0-0

**Change in Number of Transfer Hours**

A motion recently passed by Senate revised the number of credit hours which a student can transfer from a community college. Although this motion went directly to Faculty Senate and bypassed EMS, the members of EMS were generally in support of this policy.

**Online Class Withdrawal Policy**

Dr. Schaub initiated a discussion concerning the procedure for a student enrolled in an online course but not designated as “online only” should follow to withdraw from a course when the online instructor is unavailable. Dr. Schaub and others on the committee indicated that an online withdrawal form using Workflow software might be possible to create and implement but needs further study since it would no longer necessitate a face-to-face meeting between student and instructor or student and advisor. For the time being, Ms. Kissick will post additional directions for students who wish to drop an online class on the Registrar’s Office’s website.

**Old Business**

There was no old business.

The meeting was adjourned at 4:48pm.
Appendix A
Policy on Posthumous Degrees
The University of North Carolina at Pembroke
Draft 03.20.13

1.0 Under certain conditions, the University of North Carolina at Pembroke may consider awarding a posthumous degree to an eligible, deceased student who was enrolled at the University of North Carolina at Pembroke at the time of or prior to his or her death.

1.1 An “eligible student” for the purpose of this policy is one who was enrolled in the university for at least two semesters prior to his or her death; who maintained good academic and disciplinary standing at the time of death; and who had completed no less than 75 percent of the hours required for the undergraduate or graduate degree at the time of death.

1.2 Request for a posthumous degree will take the form of a written petition, sent within six months of the date of death, from the chair of the student’s major department to the dean. The request must certify that the faculty of the department have voted to endorse conferral of the degree.

1.2.a. The dean will certify that all eligibility criteria are met and will forward the request to the provost along with his or her recommendation regarding issuance of the posthumous degree.

1.2.b. If the provost approves the recommendation, he or she will direct the Office of the Registrar to prepare the posthumous degree and will notify the family that the degree has been authorized.

1.3 A posthumous degree approved under this policy will be prepared and presented as a Degree in Memoriam reflecting the program of study the student was pursuing at the time of his or her death.

1.3.a. The printed graduation program will note that the degree was awarded posthumously.

1.3.b. The Vice Chancellor for Student Affairs will contact the deceased student’s family to discuss and determine the most appropriate option for delivery of the diploma.

1.4 If a student is not eligible for or is not approved for a posthumous degree, a posthumous Certificate of Recognition acknowledging the student’s progress toward the attainment of a degree may be awarded. The certificate will be signed by the provost and chancellor.

Rationale:
This proposed policy is designed to provide a mechanism with which to recognize the academic achievements and contributions of UNCP students who die prior to completing degree requirements. UNCP currently has no policy on the issuance of posthumous degrees. In the past, requests for posthumous degrees have been handled on a case by case basis with no eligibility guidelines or decision rules.

As written, the policy gives primary responsibility for initiating requests for posthumous recognition to the faculty of the deceased student’s major department. The decision guidelines are designed to balance the conferral of a degree in memoriam with appropriate attention to academic and institutional integrity.