Enrollment Management Subcommittee Meeting
Minutes
Wednesday, October 10th
Room 103 Sampson 3:30 p.m.

Committee Members:
✓ Tracy Wiggins (ARTS)
✓ Lisa Mitchell (EDUC)
✓ Melinda Rosenberg (LETT; 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:
✓ Melissa Schaub (Interim Assistant Vice Chancellor for Student Academic Support and Retention)
✓ Lela Clark (Interim Executive Director of Enrollment Planning)

1. The meeting was called to order at 3:30pm.

2. Introduction of Members and Guests - none

3. Approval of Agenda: The agenda was approved as circulated.

4. Minutes from our September 12, 2012 meeting were approved.

5. Report from the Chair, Dr. Rosenberg

   The Governance Committee has not made any determination about membership of the committee.

   Dr. Rosenberg has been asked to join the Strategic Enrollment Planning Committee; its purpose is to increase institutional efforts towards recruitment and retention since another enrollment drop is expected for next Fall. Dr. Rosenberg asked the committee members for their ideas regarding recommendations for new recruitment efforts. A new advertising campaign is underway. The members of the committee agreed that an ad campaign would be a great way to recruit.

   International recruitment has been reigned in due to budget issues but International Programs has taken over international recruiting.

6. Reports From Administrators

   Jenelle Handcox (Director of Financial Aid)

   The roster verification process is being revamped for spring or later. A committee was formed to give input on this issue. Dr. James Robinson was asked to represent faculty on this committee by Faculty senate Chair Susan Cannata. Broader faculty participation in this process will be required in the future. In the Spring semester, students who never attended will be automatically dropped and students from waitlist will be automatically added. Input from faculty on the new system will be solicited in late October and testing will begin in November.

   Registrar Sharon Kissick (c/o Lela Clark)

   UAchieve (which will replace DARS as the audit system) is being tested however testing of the new Event Management System (EMS) is being suspended during registration. In advance of registration emails will be sent to students to help the find time tickets, identify their advisors, etc.
A pre-registration promotional drawing for a $500 scholarship is available to students provided they register on the first day of their time ticket.

Dr. Melissa Schaub (Student Academic Support and Retention)
The numbers of students receiving academic support remain slightly elevated from previous years. A problem clearing HAWK alerts in a timely manner has been dealt with by hiring two graduates to make the necessary phone calls. There is not as much faculty participation in the HAWK alert program as in previous years.

Shilpa Reagan will chair the new Advising and Retention Council. It will report to the faculty senate on a regular basis, and will include 5 faculty members and 3-4 administrators. Among other issues, it will look at timing of midterm grades and the W deadline.

SASR is working on revisions to the new student orientation program.

Lela Clark (Enrollment Planning)
A new committee made up of representation from Distance Education, Admissions, and Transfer Advising has been formed to try and coordinate Transfer recruitment and issues dealing with transfer students. It will meet regularly.

7. Old Business

Last spring, after only one component of the withdrawal limit, grade replacement, repeat policy proposed by the subcommittee passed Faculty Senate, the Academic Affairs committee asked that EMS consider bringing a revised version of that motion back to AA. The committee decided to have the same working group (Ms. Handcox, Ms. Kissick, Dr. Smith and Dr. Rosenberg) revisit the issue and bring a recommendation to the subcommittee.

8. New Business

a. Develop Retroactive Withdrawal Policy for (medical purposes, military)
Sharon Kissick indicated that she would like to develop a policy and special notation for students who are required to withdraw from the university due to military service and due to serious illness. The committee asked her to develop language for this policy, since although the university has a late withdrawal for extraordinary circumstances, it isn’t in the catalog. These changes may also affect the form for late withdrawal currently on the AA website.

9. Announcements

SGA is sponsoring “Student Tuition and Fee” forum today, to inform students about the 2013-2014 tuition and fee increases.

10. Adjournment

The meeting was adjourned at 4:40pm.