

Approved

COMMITTEE: Admission and Retention Policies Committee

MEETING DATE: Monday, November 4, 2013

PERSON PRESIDING: Allison Danell

REGULAR MEMBERS IN ATTENDANCE: Scott Curtis, David Durant, Michael Duffy, Katie Flanagan

EX-OFFICIO MEMBERS IN ATTENDANCE: John Fletcher, Amy Frank, Jayne Geissler, John Given

---

## **ACTIONS OF THE MEETING**

Agenda Item: To consider additional language in the *ECU Faculty Manual* or the *2014-2015 Undergraduate Catalog* that would strengthen and/ or expand upon information to be included in the course syllabus.

Discussion: Flanagan and Duffy reported on the Syllabus Subcommittee meeting with Dorothy Muller, Director of the Center for Faculty Excellence, and Kristin Bonatz, Associate University Attorney, that was held in 1008 Joyner Library on Friday, October 18. In the minutes of that meeting, Part VI, sections V-X of the *ECU Faculty Manual* were reviewed where syllabus information is recommended for course expectations, test/ examinations, and attendance/ participation (FS Resolution #10-8, February 2010). The syllabus is not a contract but an important agreement that specifies the expectations, content, and code of conduct for the course. The full ADA statement must be present since it affects faculty-student interaction. The meaning and importance of all policies included in the syllabus as well as a regularly updated list of current resources should be available to faculty in a central location. Equal opportunity and diversity are addressed in the *2013-2014 Undergraduate Catalog* and on the ECU website and should perhaps be identified in the syllabus in a policy on civility in the classroom.

Action Taken: Flanagan and Duffy will further review Part VI of the *ECU Faculty Manual* and introduce a recommendation at the January 2014 meeting to revise existing language in the *Faculty Manual* pertaining to the syllabus.

Agenda Item: To consider implementing a catalog requirement for declaring majors after completing 60 credit hours and initiating a registration policy for effective coding of majors in Banner.

Discussion: Frank, Danell, and Geissler reported on the work of the Subcommittee to Study Major Declaration Processes, Timeline, and Data Management. Newly proposed language was presented on guidelines and procedures for declaring or changing a major

and minor, to appear in the 2014-2015 *Undergraduate Catalog*. Danell suggested a schedule of future meetings that will further develop support and fine-tune the process. Geissler reported on the catalog requirements, inducements, and various school impressions of declaring majors at 12 North Carolina universities whom she interviewed. She pointed out that ECU students are coded differently across campus, with many departments recognizing *intended* majors, who are not in the program major. A report of ECU majors (*intended* and *declared*) showing the number of colleges recognizing *intended* majors in some academic units, was distributed to the committee. Under the present system, faculty have difficulty discovering *intended* majors. The Academic Advising website has tutorial information on declaring a major and career plans for the different degree programs at ECU. Geissler stated that the plan is to have more student access to practical information on registration, rules, and requirements by major.

Action Taken: The committee will invite Angela Anderson, University Registrar, to the December meeting to discuss the history of this topic and the feasibility of making catalog and coding changes at this time with the available staff in the Registrar's Office. We will then decided whether to go to the Faculty Senate in February or March with a recommendation for new catalog language and changes to the University policy on declaring majors.

The committee adjourned at 5:05 p.m.

NEXT MEETING: Monday, December 2, 2013 at 4:00 p.m. in Rawl Annex 142.

Items to be discussed:

1. Discuss major data, discussion led by Jayne Geissler (Office of Undergraduate Studies), guest Angela Anderson (Office of the Registrar)
2. Discuss transfer credit requirements as defined by GA vs. ECU, discussion led by John Fletcher (Office of Enrollment Services)