Final

COMMITTEE: Admission and Retention Policies Committee

MEETING DATE: Monday, January 13, 2014

PERSON PRESIDING: Allison Danell

REGULAR MEMBERS IN ATTENDANCE: Scott Curtis, David Durant, Michael Duffy, Katie Flanagan, Jay Morris, Mary Nyangweso

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

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ACTIONS OF THE MEETING

Agenda Item: Discuss pros and cons of including specific Math and English courses in admission requirements for transfer students in order to better serve those students in their ECU major

Discussion: Danell reported on conversations with Wendy Sharer, QEP Director, about the English transfer requirements and Johannes Hattingh, Chair of the Math Department, and Derek Maher, Associate Dean of Undergraduate Studies, about the Math requirements. These individuals recommend removing the ENGL 1200 and MATH 1065 requirements, respectively. Wayne Community College has registered its concern with requiring such courses that do not make ECU appear transfer friendly, since our admission standard for students with certain intended majors is higher than our graduation standard. MATH 1065 is a good example of this problem.

Action Taken: The Committee supports removing ENGL 1200 and MATH 1065 as ECU transfer student admission requirements

Agenda Item: Finalize Declaration or Change of Major or Minor language for the Undergraduate Catalog

Discussion: The committee agreed upon the intended phrase: “Students should declare the major by the time they have earned sixty (60) semester hours of credit. To earn a degree in a timely manner, several academic departments recommend that students declare their major even earlier in their academic careers.”

Action Taken: Fletcher made a motion to put this statement into the Undergraduate Catalog; the motion passed.

Agenda Item: Request by Mark Sprague, Chair of the Faculty, that our Committee review Administrative Policy #02.07.01 Definition of a Semester Credit Hour to determine
whether a reference to this administrative policy should be included in the *ECU Faculty Manual*

**Discussion:** Committee members reviewed the definition of a credit hour, its lack of direct reference in the *ECU Faculty Manual*, and the requirements to state such policy that conforms to federal requirements.

**Action Taken:** Durant made a motion to put this policy statement in the *ECU Faculty Manual*, Part VIII, Section 1, II.b. pertaining to faculty teaching load; the motion passed.

**Agenda Item:** Consider pass/fail grades for certain undergraduate courses, original request from BIOL for BIOL 4991-4993, Internship.

**Discussion:** Committee discussed the merits of a S/U designation for special courses and how such a grading option might have to be factored in to grade point averages.

**Action Taken:** Danell will invite Angela Anderson, Registrar’s Office, to next regularly scheduled meeting for further discussion.

The meeting adjourned at 5:00 p.m.

**Future Business:**

- Flanagan and Duffy will make a recommendation to revise existing language in the *ECU Faculty Manual* pertaining to the course syllabus
- Invitation to Angela Anderson, Registrar’s Office, to further discuss a pass/fail grade option

**NEXT MEETING:** Monday, February 3, 2014 at 4:00 p.m. in Rawl Annex 142.