

Final

COMMITTEE: Admission and Retention Policies Committee

MEETING DATE: Monday, March 3, 2014

PERSON PRESIDING: Allison Danell

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

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

Danell informed the committee that new General Administration Guidelines on transfer credits and student retention are being set up in the University with the request from GA that changes will be implemented fall 2014. Due to the fact that several of the changes must be vetted through faculty senate and coded into banner, several of these changes will be in place at a slightly later date. Danell called on the committee to consider action items related to this new activity that we should take up and discuss.

Agenda Item: Support initiatives that encourage and monitor the success of students moving through their majors and toward the completion of their graduation requirements at East Carolina University. Review ECU's policies and their compliance with GA guidelines.

Discussion: Geissler distributed to the committee a copy of the documents, 1) *Regulations Related to Fostering Undergraduate Student Success. The UNC Policies Manual 400.1.5(R). Implementation at East Carolina University* and 2) *Undergraduate Students: Course Withdrawal (CW) and Term Withdrawal (TW) With Extenuating Circumstances*. She reviewed the first document, noting that ECU is in compliance with most regulations. Some regulations represent policy changes while others are policy changes that have to be coded in banner. We can notify GA that we are doing this. University support can be suspended if a student is not meeting "satisfactory academic progress." Course and term withdrawal are emphasized, and not the "drop" status. This is easier to explain. After talking with several universities regarding this policy, the interpretation is that if a student withdraws for the semester and has a load of 5 courses, each of the courses counts as a withdrawal. Because ECU's "drop" policy is now limited to 4 courses, discussion should center on the change in "withdrawal" policy to 16 semester hours instead of to 4 courses. Since students are held accountable for withdrawing, Geissler noted, the University can regulate the time (up to 60% of the term). We have to determine the terminology being proposed and also the circumstances. The ratio of attempted to completed courses should be at the Federal rate of 67%. We hold students to 80% for financial aid. We allow them to be on probation for 2 semesters.

Action Taken: The committee will follow the University's efforts at implementing new GA policies on retention and success. No action is being taken at this time.

Agenda Item: To review how new GA policies on undergraduate student progress conform to ECU practices and also affect our ability to track and report on student success.

Discussion: Given reported on the new GA policies called "Fostering Undergraduate Student Success" (FUSS). He chaired the subcommittee on Reviewing and Reporting Data for FUSS. The subcommittee found that ECU is mostly in compliance with GA's requirements on data collection and reporting for campus performance indicators, advising and the early warning system (Starfish). However, GA wants triennial reviews of course scheduling and offerings, which ECU does not currently have the capacity to perform. The regulations include developing policies to ensure that general education requirements, cognate requirements and GPA requirements do not delay student progress. Given's subcommittee recommended that the Admissions and Retentions Policies Committee work with the Education Policies and Planning Committee to develop such policies and carry out the required triennial reviews to monitor compliance with the policies.

Frank reported on the 41 courses that everyone system-wide agrees should be transferable. If students earn an AA or AS degree, then we have to accept a certain number (30) to count toward the major. Students can appeal if they feel they should have received additional credit. On March 14, there will be a CAA informational session at Beaufort Community College.

Actions Taken: The committee will follow the University's efforts to develop new actions in compliance with the new GA policies on student transfer and success. No action is being taken at this time.

Agenda Item: Review syllabus language in the *Faculty Manual* for consistency and completeness.

Discussion: Duffy distributed a handout providing revised language about syllabus requirements and recommendations near the end of Number V in Part VI, Section I of the *Faculty Manual*. It was recommended that the fifth and sixth sentences are removed and that a paragraph is added specifying items required and items recommended in the syllabus. The added paragraph provides webpage references for additional information on syllabus items. Minor edits were proposed in discussion. These included adding "the day classes begin" in the first sentence and separating by paragraph required from recommended items in the syllabus. The last sentence on the Office of University Counsel should be omitted.

Action Taken: Motion passed to approve the proposed syllabus language with live edits as the amended version (see Attachment).

The meeting adjourned at 5:00 p.m.

NEXT MEETING: Monday, April 7, 2014 at 4:00 p.m. in Rawl Annex 142.

ATTACHMENT

ECU Faculty Manual, Part VI, Section 1, Number V: “Course Expectations and Requirements.”

REMOVE fifth and sixth sentences: “The syllabus should make clear the goals and content of the course and what will be expected of students in the course. A course syllabus should specify the instructor’s policies for class attendance, grading, civility in the classroom, and academic integrity. The syllabus should also include a schedule for tests, and assignments.”

ADD: The course syllabus presented on or before the day classes begin must make clear the instructor’s policy on the following: textbook(s) and other required course materials, attendance, course learning outcomes, scheduled assignments, list of topics, grading scale and evaluation system, and accommodation for students with a disability.

It is highly recommended that faculty include in their syllabus a statement on academic integrity and civility in the classroom.

For campus resources for students with disabilities, contact the Department for Disability Support Services (<http://www.ecu.edu/cs-studentlife/dss/>). For definitions of academic integrity and procedures for dealing with infractions, see Part VI, Section II of the *Faculty Manual* (<http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section2.pdf>) and the Office of Student Rights and Responsibilities (<http://www.ecu.edu/osrr/>). Faculty can also contact the Office of Equity and Diversity (<http://www.ecu.edu/cs-acad/oed/policies.cfm>) for policies on equal opportunity and nondiscrimination. The University Writing Program can be contacted for consultation and support of writing activities and guidelines for writing-intensive courses (<http://www.ecu.edu/writing/>). The Office of Faculty Excellence (<http://www.ecu.edu/ofe/>) can provide assistance with the syllabus.

MODIFY: In Number X, Class Attendance and Participation Regulations, sixth sentence, remove the word “distributed,” and add the word “presented.”