COMMITTEE: Admission and Retention Policies Committee

MEETING DATE: Monday, August 26, 2013

PERSON PRESIDING: Allison Da nell

REGULAR MEMBERS IN ATTENDANCE: Scott Curtis, David Durant, Michael Duffy, Jonathan Morris

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

OTHERS IN ATTENDANCE: Lori Lee, Mark Sprague

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**ACTIONS OF THE MEETING**

**Agenda Item:** Election of officers for 2013-2014

**Action Taken:** Allison Danell elected chair; David Durant elected vice chair; Michael Duffy elected secretary

**Agenda Item:** Present resolution to Faculty Senate encouraging the development of a web-based module to educate first-year students on the importance of maintaining academic integrity

**Discussion:** The committee intended in spring 2013 to submit a resolution on an academic integrity module for new students but missed the April submission deadline for the Faculty Senate

**Action Taken:** Danell will submit this resolution in writing for the October Faculty Senate Meeting

**Agenda Item:** Continue evaluating impact and implementation of plus/minus grading system

**Discussion:** The committee received information in spring 2013 on the impact of plus/minus grades. Geissler reported that final grades went up slightly. SGA is passionate about removing the A- grade, and students have contacted the committee about their concern.

**Action Taken:** Geissler agreed to send the committee information on end-of-year results for plus/minus grading.
Agenda Item: Continue evaluating proposal to change the University Undergraduate Catalog to require students to select a major by the end of their sophomore year (60 credit hours)

Discussion: The committee decided in spring 2013 not to take action but members are concerned that for various reasons students delay or find difficulties in declaring their major after their sophomore year. However, if regulations require students to declare majors at a certain time, students may not qualify for their intended majors, or the department housing the intended major may adjust admission requirements or slots. Thus, students might be forced to settle for substitute majors or receive advisement by faculty or staff outside their intended majors. While pressure should be applied so that students declare in a timely manner, the consequences are not necessarily productive.

Action Taken: Danell stated that the committee will attempt to better define the problems involved in declaring a major in an appropriate time frame so that the committee will be better prepared to offer a solution

New Agenda Item: Consider drafting a new section on course policies to include important items needed in course syllabi

Discussion: Sprague recommends that the committee consider writing a new section for the ECU Faculty Manual and/or University Catalogs that will cover important items needed in course syllabi and include references and links to the appropriate offices in the University. The ECU Faculty Manual (Part VI, Sect. II) encourages faculty to include a statement on academic integrity in their syllabi while the University Undergraduate Catalog recommends that a statement on the Americans with Disabilities Act be included. There is an additional request by the Office for Equity and Diversity to reference the ECU statement on diversity in the syllabus. There was discussion on the variety of responses through the University on required items in the course syllabi.

Action Taken: The committee will collect existing required items for syllabi and discuss at an upcoming meeting a list of required items that could be included in syllabi.

Assigned additional duties to: Duffy has agreed to collect syllabus items and report to the committee on optional and required statements that are currently being included in syllabi.

New Agenda Item: Work with the Committee on Committees to address the Chancellor’s concerns with proposed revised Admission and Retention Policies Committee charge

Discussion: The Chancellor has requested that the proposed revision to the charge of the Admissions and Retention Policies Committee, regarding the additional duty of reviewing the University Graduate Catalog, be reviewed by the Committee on Committees in consultation with the Admissions and Retention Policies Committee with the expressed purpose of addressing the potential conflicts with the Graduate Council and
amending the charge in a report to the Faculty Senate. There is committee support for ARPC staying with its existing charge.

**Action Taken:** Danell offered to invite a member of the Graduate Council Executive Committee to a future meeting of the Admission and Retention Policies Committee in order to speak to the responsibilities of the Graduate Council that might conflict with an expanded charge of ARPC.

**New Agenda Item:** Consider reviewing Office of Admissions policies and practices regarding transfer credits accepted

**Discussion:** Frank stated that transfer students are having difficulty with the admissions process at ECU, particularly with regard to having CLEP scores and quarter-hour credits accepted by the University, and credits accepted up front. Geissler noted that we should better understand the process by which Admissions makes decisions.

**Action Taken:** Danell will request that a representative from Admissions speak to the committee about transfer credit and enrollment management

The committee adjourned at 5:10 p.m.

**NEXT MEETING:** Monday, September 30, 2013 at 4:00 PM in Rawl Annex 142

**Items to be discussed:**

- Syllabus language discussion (Duffy)
- End-of-year results for plus/minus grading (Geissler)