COMMITTEE: Admission and Retention Policies Committee

MEETING DATE: Monday, September 30, 2013

PERSON PRESIDING: Allison Danell

REGULAR MEMBERS IN ATTENDANCE: David Durant, Michael Duffy, Katie Flanagan
EX-OFFICIO MEMBERS IN ATTENDANCE: John Fletcher, Amy Frank, Jayne Geissler, John Given

Reports on Previous Actions Taken by the Committee:

Danell reported that two actions taken up by the committee in spring 2013 were recently resolved.
- The resolution on an academic integrity module for first-year students was approved as presented by David Durant on September 10, 2013 (Resolution #13-71)
- The Committee on Committees met on August 27, 2013 and decided to leave the Admissions and Retention Policies Committee charge unchanged.

ACTIONS OF THE MEETING

Agenda Item: Look at end-of-year results for 2012-2013 plus/minus grading.

Discussion: Geissler referred to the recent report, *End of Spring 2013 GPAs* which is broken down by class rank and gender. She stated that when comparing spring 2013 results with those of spring 2012, there was overall a slight improvement in GPAs, except for the category of junior males, where there was a .01 decrease. Females continue in 2013 to have higher GPAs than males.

Action Taken: No action was taken.

Agenda Item: Review where and how syllabi are discussed in the University community in order to consider whether to draft a new section on course policies in the *Faculty Manual* or *Undergraduate Catalog* that covers required information in faculty syllabi.

Discussion: Duffy referred to selected areas in Part VI, Sections 1 and 2 of the *ECU Faculty Manual*, the 2013-2014 *Undergraduate Catalog*, and memos from the Thomas Harriot College of Arts and Sciences and the School of Art and Design which specify requested or required items in the syllabus. He stated that syllabus items were identified and requested in different documents while only statements about an attendance policy and course requirements were required. It was also pointed out that the Office of Faculty
Excellence and the University Attorney’s Office have discussed the importance of the syllabus.

**Action Taken:** Danell set up a sub-committee to further investigate the need for unifying and strengthening syllabus requirements in the *ECU Faculty Manual* or *Undergraduate Catalog*. The sub-committee members are Flanagan and Duffy

**Agenda Item:** Danell introduced a new agenda item from Thomas Harriot College Associate Dean for Undergraduate Studies Derek Maher that will be considered at a future meeting. Dean Maher requests that this committee consider implementing a catalog requirement for students to select a major by the end of their sophomore year (after completion of 60 credit hours).

**Discussion:** Danell enumerated five points for how to address issues related to such a catalog requirement:

- limit total time in undergraduate program to 4 years, even for double majors
- offer stated “guidelines” for declaring at this time rather than a “requirement” in the catalog
- insert a specific declaration step on 4-year plans made available on the advising website
- have hour status in Banner trigger an e-mail to alert the student of the need to declare (if not possible, have a report generated for advisors with advisees with more than 45 hours)
- clarify major status within Banner; self-service Banner does not distinguish between intended and declared majors in many colleges (some students do not even realize they are not declared)

Geissler spoke about the current system of classifying intended and declared majors and asked if this was the best way to code everything to get consistent reports. She also shared with the committee her investigation of declaration requirements and penalties at other UNC universities like UNC-G, UNC-CH and NCSU.

**Action Taken:** Danell set up a sub-committee to consider effective coding of majors in Banner and the use of declaration deadlines. The sub-committee members are Geissler, Danell and Frank.

**Other New Business to Consider at Future Meetings:**

- Mark Sprague, Chair of the Faculty, has asked that this committee review administrative policy #02.07.01 (Definition of a Semester Credit Hour) and determine if a reference to this administrative policy should be included somewhere in the *ECU Faculty Manual* to make it easier for faculty to find. If an addition to the *Manual* is needed, a report should be presented to the Faculty Senate no later than January 28, 2014.
- John Fletcher, Associate Provost for Enrollment Services, has asked this committee to discuss the possibility of ECU limiting total transfer hours to 64, the
number of hours currently included as part of the North Carolina Comprehensive 
Articulation Agreement. This could delay or eliminate the tuition surcharge on 
North Carolina community college transfer students. Exceptions could be granted 
when the student gives the institution specific directions about transferring 
additional hours.

- Amy Frank, Committee Member, has requested the committee to review Office of 
  Admissions policies and practices regarding the acceptance of CLEP scores and 
  quarter-hour credits. Danell will request that a representative from Admissions 
  speak about transfer credits and enrollment management.

The committee adjourned at 5:08 p.m.

NEXT MEETING: Monday, November 4, 2013 at 4:00 PM in Rawl Annex 142

Items to be discussed:

- Syllabus requirement (Duffy, Flanagan)
- Declaration of majors (Danell, Frank, Geissler)