COMMITTEE: Admissions and Retention

MEETING DATE:  Mon. Feb. 4, 2002

PERSON PRESIDING:  John Cope

REGULAR MEMBERS IN ATTENDANCE:  Burton, Clark, Cope, Duffy, Mahony, Mitchell, Tovey

EX-OFFICIO MEMBERS IN ATTENDANCE:  Lowe, Tabrizi

OTHERS IN ATTENDANCE:  Dorothy Muller

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ACTIONS OF MEETING

Agenda Item/Action: Minutes of January 2002 meeting were approved.

Agenda Item:  SACS Enhancement Report: Enrollment Management

Discussion:  Gary Lowe, Enrollment Manager, discussed with the committee various items in the SACS report. Many could have been incorporated into other reports of the SACS self study, but “enhancement” sections articulate the vision of the university. There is no commitment and no penalty for action not taken on these recommendations.

“Integrate registration” (p. 4) Students have multiple points of entry and by coordinating the registrations and payment deadlines the university will have more accurate enrollment figures.

Enrollment Management hopes to have figures available to help divisions and department plan future courses and schedules.

Admissions and Retention committee is now represented on the Committee of 10++ by the Chair of this committee.

Action Taken:  Motion to support the SACS Enhancement Report: Enrollment Management was seconded and approved.

Agenda Item:  Academic Appellate Committee

Discussion:  Tom Durham, Chair of Academic Appellate Committee asked this committee to consider liberalizing the grade replacement policy. Dorothy Muller spoke in favor of revising the current policy so that a decision to grade replace can be made during the semester the course is retaken. Many of the appeals to the committee could be eliminated if the date is extended.

Action Taken:  Motion to extend the deadline to the last day of classes during the semester in which the course is retaken was seconded and approved. Copy of the changes as it will go to the Faculty Senate is attached.

Additional Action:  Cope agreed to contact Sharon Bland to make sure this policy change will be possible, to send a request for the motion to be put on the agenda at next Faculty Senate meeting, and to request speaking privileges for Durham. Tovey agreed to get catalog description and prepare revisions for Senate meeting. (See Attachment 1.)

Agenda Item:  Ex-Officio status for Admissions and Retention Committee

Action:  Dawn Clark, vice chair, was assigned to be our ex-officio representative on the Undergraduate Academic Advising Council.

Agenda Item:  Registration

Discussion:  Fall/summer registration (last week of March) has been extended to accommodate the Good Friday holiday. Time for registration according to hours of credit will be staggered during the day so that the computer terminal use will be spread out.

Registration for Graduate students, athletes, and Honors students begin Fri. March 22. Registration for others begins Monday March 25 and goes through Wednesday April 3.

ITCS is working on programs to enable students to pay fees online.
NEXT MEETING: Mon. March 4, 1 pm

ITEMS TO BE DISCUSSED: Muller requested that we discuss the final exam policy. (Attachment 2).

Submitted by Janice Tovey
Feb. 11, 2002

Attachment 1. Admissions and Retention Committee Report

Proposed revisions to the ECU Undergraduate Catalog: Grade Replacement Policy (p. 46 of 2001-2002 catalog)

Revise the text in the section to read as follows: (deletions are noted by strike through and additions are in bold)

Grade Replacement Policy

To replace a grade the student must request a grade replacement on the online registration form, the schedule change form, or the grade replacement form; register for the course during the registration period; and submit the form to the Office of Registrar or the Office of Undergraduate Studies. The form must be submitted no later than the last day to drop a course(s) or withdraw from school without grades of classes of the semester in which the student wishes to implement the policy.

Attachment 2. Final Exam Policy

ECU Undergraduate Catalog: Final Examination (p. 48 of 2001-2002 catalog)

Final examinations will be held at the close of each term in all courses. There will be no departure from the printed schedule of examinations. Changes for individual emergencies of a serious nature will be made only with the approval of the instructor, the student’s major chairperson or dean, and the dean of Undergraduate Studies. The departmental chairperson or the school dean will, if a serious emergency is believed to exist, forward a written request to the dean of Undergraduate Studies, setting forth the nature of the emergency. A student who is absent from an examination without an excuse may be given a grade of F in the course. An incomplete (I) will be given in the case of a student absent from the final examination who has presented a satisfactory excuse to the instructor or an official university excuse forth office of the Associate Vice Chancellor of Student Success.