COMMITTEE: Admission and Retention Policies Committee

MEETING DATE: October 6, 2003

PERSON PRESIDING: Pat Mitchell

REGULAR MEMBERS IN ATTENDANCE: Pat Mitchell, Pam Burton, Larry Seese, Gary Levine, Jan Tovey

EX-OFFICIO MEMBERS IN ATTENDANCE: Lee Grubb

OTHERS IN ATTENDANCE: Carol Nichols and Angela Anderson

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ACTIONS OF MEETING

Agenda Item: The minutes of the last meeting were approved by the committee. The following individuals were present at the September meeting: Pat Mitchell, Pam Burton, Jan Tovey, Larry Seese, Randy Parker, Henry Peel, and Rick Niswander.

Action Taken: Changes were approved.

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Agenda Item: Posting of grades – Angela Anderson was present to provide information on current policies.

Discussion: Ms. Anderson described the current policy of the registrar’s office regarding grades and the duties of her staff. The grading period is 48 hours after the exam is completed. Currently incompletes are not assigned until after the last exam period. The grade program is not generally run until 72 hours after the last University exam is given for those classes without grades being turned into the registrar. Currently 1800-2000 grade mailers are sent to students. Anderson states her staff is in the office the week of Christmas completing the things that need to be done regarding grading and getting the reports out.

Levine – Discussed appropriate assignment of grades and the type of exam given by the instructor of the class

Anderson - Mentioned the need for housing, as well as other departments, to know whether the students would be returning

Tovey – Asked Anderson whether the majority of the grades not turned in were from the last exam periods.

Anderson – Stated this was not the case. She also said the incomplete assigned by the registrar is not shown on the transcript as to not penalize the student for an action that the student has no control over.

Levine – Raised the point of giving five days to turn in grades and not impact the type of exam given by the instructor. He asked whether two types of incompletes can be given.

Anderson – No, two types of incompletes cannot be given under the current system. She said currently about 50 sections do not turn in grades.
Tovey – Stated we do not need to change system to allow two types of incompletes, nor to accommodate late professors [some late sections were those giving exams first in the schedule].

Grubb – We should concentrate on front end people.

Mitchell - Made the point that an explanation should be given to the conscientious professor who wants more time. These professors need to understand the process that needs to occur after the grade is turned into the registrar.

**Action Taken:** Motion made by Mitchell and seconded by Burton to change the current ECU policy in the ECU Faculty Manual, Part V, section I.R. to the following:

- “Reporting of Grades

  Grades must be submitted electronically not later than forty-eight hours after each final examination is given. A change in grade, other than “I” for any reason, must be made within one year from the date the original grade was received. Forms for change of grade are available in school or departmental offices.”

All members were in favor of motion except Levine who abstained.

**Agenda Item:** Graduation rates

**Discussion:** Levine brought a handout concerning barriers to graduation in four years. Potential barriers were academic, financial, health, and personal choice.

Discussion ensued on ECU graduation rates and what are the rates of our peer schools. Point was made that the committee would need considerably more data and what data does the committee need.

**Action Taken:**

Item Tabled for more discussion

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**Agenda Item:** ACT

Issue was resolved so the item was not addressed.

Meeting was adjourned at 3 pm.

**NEXT MEETING:** November 3, 2003

**ITEMS TO BE DISCUSSED:** Graduation rates