Admission & Retention Policies Committee
September 13, 2004
Minutes

Members present: Christine Avenarius, Jayne Geissler, Lee Grubb, Carol Nichols, Larry Seese, Wendy Sharer, and Natalie Stewart.

Vice Chair Larry Seese called the meeting to order at 3:30 pm. Committee members not able to make the previous meeting introduced themselves. Wendy Sharer agreed to serve as secretary for the meeting.

Because several regular committee members have conflicts with the 3:30 meeting time, the committee discussed other possible meeting times. The committee agreed to move meetings to 4:00 pm on the first Monday of each month. The next meeting was set for Monday, October 4 at 4:00 pm.

Vice Chair Seese directed the committee’s attention to the task of revising the university’s attendance policy. Attendance policies from other UNC schools and a memo from March 2003 (written by then Interim Chancellor William Shelton) clarifying ECU’s university-excused absence policy were reviewed.

Committee members discussed issues related to athletes and other students who miss many classes because of university-related events. Concerns about athletes missing more classes in the future due to realignments in Conference USA (new conference schools located at greater distances from ECU) were raised, as were questions about advising for athletes who are interested in majors that require a good deal of in-class work.

The committee then considered elements of attendance policies from other schools, including
- Requirements that students present advanced, official notice of university-excused absences
- Requirements that a student talk to an instructor about remaining in a class if, at the beginning of the semester, the student knows in advance that he or she must miss more than a certain percentage (10%? 20%?) of classes
- Requirements that instructors of 1000- and 2000-level courses keep attendance records (The committee felt that this requirement would be too time-consuming for most courses)
- Limits on the number of allowable unexcused absences

In addition to discussing the benefits and problems of such policies, the committee also discussed ways to determine what counts as an excused, versus an unexcused, absence.

After lengthy conversation, the committee decided to focus its first revision efforts on the university’s policy regarding unexcused absences. Each committee member agreed to bring to the next meeting a brief statement of regulations he or she would like to see incorporated into such a policy. At the next meeting, the committee will also further consider the possibility of inviting Chancellor Ballard to a future meeting to provide his suggestions for a university attendance policy.

Meeting adjourned at 4:45 pm.

Respectfully submitted,
Wendy Sharer
Secretary for the day