

## ANNUAL REPORT

University Standing Committee: Standing Committee on Undergraduate Admissions  
Academic Year Covered by Report: Academic Year 2015-16  
Date Report Submitted: June 21, 2016  
Report Submitted by: David Parish  
Number of times committee met: 3 meetings during academic year – one additional meetings called due to a change in the administrative procedures for suspension and Satisfactory Academic Progress (SAP)

### SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

- Dr. Erin Horne from Education was elected as the committees chair for the next academic year, 2016-2017
- The Committee reviewed the new policies for suspension and satisfactory academic progress. With the ability for student returns in the Spring, appeals would need to be reviewed prior to January start date. In addition, reviews would be needed every semester afterwards. The decision to provide “rolling” appeal reviews was approved.
- The Committee continued discussion from the previous year on the revision of the readmission application and instructions. This review was undertaken with interest in making the information provided by the applicant more pertinent to what is needed by the committee for their deliberations. The role of the readmission applicant’s advisor was also discussed. Recommendations for application revisions, instructions, and revision to the advisors role in readmission will continue to be discussed in the coming year. With the advent of on-line appeals, discussion has turned to process for reviews
- The Committee was able to initiate the on-line web review process established by registration and records. To facilitate ease and time, a decision was made to use a three-member subcommittee team to approve or deny applicants in the December appeals process as well as going forward for reviews in Spring and Summer appeals. Committee members were divided into teams (see minutes March 23<sup>rd</sup>) to review readmission appeals which were organized in alphabetized groups as follows:

A-F  
G-L  
M-R  
S-Z

- The main responsibilities of the Admissions Committee is the consideration of readmission applications for suspended students. With the new on-line appeal and review process, the following were the outcomes of the committee's deliberations.
  - Spring (2161) 2015:
    - Total Suspension Appeals – 74
    - Committee approved readmits – 19
    - Committee denied – 29
    - Incomplete Applications – 23
  - Summer 1 (2166) 2015:
    - Total Suspension Appeals – 95
    - Committee approved readmits – 62
    - Committee denied – 18
    - Incomplete Applications – 15
  - Summer 2 (2167) 2016:
    - Total Suspension Appeals – 3
    - Committee approved readmits – 3
    - Committee denied – 0
    - Incomplete Applications – 0
  - Fall (2168) 2016:
    - Total Suspension Appeals – 116
    - Committee approved readmits – 43
    - Committee denied – 17
    - Incomplete Applications – 26
    - Submitted and Voting\* – 27

Note\*: "Submitted and Voting" are still in progress as the appeal applications are submitted on a rolling basis until the deadline for readmission to classes in August.  
Note: Contractual Readmission appeals were not reviewed with the on-line application. The amount of contracts was not available at this time.

- The committee had some discussions on possible interventions for students in academic difficulty. Student success issues were discussed again this year.

Mechanisms for recovery by Exploratory Studies and other programs on campus were discussed and set aside for next year's opening committee meeting.

- A new responsibility of the Admissions Committee is to consider the readmission applications for students removed due to Satisfactory Academic Policy (SAP). Three criteria are considered, The committee is able to review appeals using the on-line web "Continuation Appeal Roster" Since the policy was instituted just last year, the first iteration of the appeal process was tested in December with a handful but performed in May 2016 with over . Only the chair of the committee, along with registration and records' personnel (ex-officio of the committee), reviewed and voted on these appeals for the Summer and Fall. The following were the outcomes of the committee's deliberations.
  - Spring (2161) 2016:
    - Total SAP Appeals – 31
    - Committee approved readmits – 19
    - Committee denied – 4
    - Incomplete Applications – 8
  - Summer 1 (2166) 2016:
    - Total SAP Appeals – 431
    - Committee approved readmits – 413
    - Committee denied – 4
    - Incomplete Applications – 14
  - Summer 2 (2167) 2016:
    - Total SAP Appeals – 3
    - Committee approved readmits – 1
    - Committee denied – 0
    - Incomplete Applications – 2
  - Fall (2168) 2016:
    - Total SAP Appeals – 386
    - Committee approved readmits – 287
    - Committee denied – 2
    - Incomplete Applications – 74
    - Submitted and Voting\* – 24
- The Committee received reports regarding the applications requiring special consideration. The committee also received overall updates on the 2015-2016 freshmen and transfer classes, and on the admissions process.

- The Committee also received reports from the Director Admissions regarding undergraduate student admissions for the 2016-17 incoming First-year students and transfers. Total applications had increased with the advent of the "common application". Overall, female applicants and diversity applications had increased proportionately. Changes to the deadlines were discussed and will be reviewed for future applications.

## **RECOMMENDATIONS**

- A recommendation for further discussion on the practice and procedures for suspension appeals and readmission requests. With the increase in appeals and the new satisfactory academic progress (SAP) policy, there are over 500 appeals to review during the summer months. The process seems to work well; however, the members of committee may not be available to perform the reviews. A possible change to the readmission process (due to large amount of appeals) needs to be investigated. Additionally, with the short turnaround time in December required for Spring appeals, a deadline or process change may need to be instituted next year.
- Suggest establishing a standard meeting time and day for the committee. Time and day should be in concert with other standing committees with similar membership. This recommendation was in reaction to attendance issues from both student members and teaching faculty on the committee; however, with the change in the process to an on-line appeals review, meetings can be short and succinct and can be required for information dissemination only.
- "Rolling" appeals may be difficult to process for the committee. With the minimum members, a possible sub-committee of faculty and administration could evaluate during the year.

**North Carolina State University  
Standing Committee on Admissions  
(Undergraduate)**

***Minutes of the Committee – 2015-2016***

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**North Carolina State University  
Standing Committee on Admission  
(Undergraduate)**

**September 29, 2015 – 3:30  
Agenda**

1. Welcome and Introductions
2. Charge to the Committee
3. Meeting Dates for Fall Semester
4. Update on Undergraduate Admissions
5. Process for Readmission Appeals for Suspended Students
6. Other Business
7. Next Meeting

**Tuesday, September 29, 2015 – 3:30 to 4:00pm  
Scott Hall 216**

***Minutes***

**Members Present:** David Parish-Chair, Abbreviated meeting to establish guidelines for the committee and test of the on-line use of continuation review program

**Members Not Present:** Tamah Morant, Kim Outing, Jane Lubischer, Tim Wallace, Erin Horne, Joan Eisemann, Sheila Smith McKoy, Cynthia Istook, Tameka Whitaker, Joseph Roise, Chang Nam, Darby Orcutt

**Ex-Officio Members Present:** Louis Hunt, Jordie Shaw, Brittany Mastrangelo, Erin Dixon,

**Ex-Officio Members Not Present:** Carrie McLean, Thomas Griffin, Louis Hunt, Jordie Shaw, Brittany Mastrangelo, Krista Ringler Domnick, Erin Dixon,

**Call to Order:** David Parish, Chair, called the meeting to order at 3:30pm

**Agenda Items:**

1. Welcome and Introductions
2. Outline of the charge to committee members.
3. Process for on-line Review of Suspended and SAP appeals
4. Process for Readmission Appeal Review
5. Other Business

- a. Satisfactory Academic Progress (SAP) needs to be determined and will be discussed at the first committee meeting.
  - b. Mid semester review can be accomplished using the same procedures as the December appeal.
6. Next Meeting: October for the start of readmission appeals review (exact date TBD)

**Adjourn:** David Parish adjourned the meeting at 4:00pm

**Minutes submitted by:** David Parish

**North Carolina State University  
Standing Committee on Admission  
(Undergraduate)**

**October 19, 2015 – 10:00 to 12:00pm  
Agenda**

1. Welcome and Introductions
2. Recommendations for Review/Recovery
3. Process for Readmission Appeal Review
4. Review Appeals
5. Other Business
6. Next Meeting

**October 19, 2015 – 10:00 to 12:00pm  
Talley Student Union (Rm 3210)**

**Minutes**

**Members Present:** David Parish-Chair, Kim Outing, Carrie McLean, Tameka Whitaker, Darby Orcutt, Jane Lubischer, Tim Wallace, Joseph Roise, Erin Horne, CS Nam, Joan Eisemann, Tommy Griffin, Sheila Smith McKoy,

**Members Not Present:** Cynthia Istook

**Ex-Officio Members Present:** Thomas Griffin, Louis Hunt, Jordie Shaw, Brittany Mastrangelo, Krista Domnick.

**Ex-Officio Members Not Present:** none

**Call to Order:** David Parish, Chair, called the meeting to order at 10:30pm

**Agenda Items:**

1. Welcome and Introductions
2. Recommendations for Review / Recovery
  - a. Kim Outing gave a talk on the recovery program for suspended students in FYC/Exploratory Studies. The "USC 111" course discusses time mgmt., organization, etc. There is a discussion on grades and success issues in college. Unsure if the course will be mandatory or not. Look at requesting a general statement for students who will continue in school.
  - b. Louis Hunt provided an explanation of the suspension policy:
    - i. Automatic continuation with 15 quality points or less, if under 2.0
    - ii. Continuation from a previous suspension must have 2.0 semester otherwise suspended again.

- iii. No DE courses in Fall and Spring. Only summer school available for suspended students.
  - iv. Students can appeal via web.
3. Process for Readmission Appeal Review
- a. Continuation appeal provided at end of every semester.
  - b. Not necessary to have a break in enrollment.
  - c. Two types of applicants (long form or short form).
  - d. Goal to align both forms and timeframes.
  - e. Krista Domnick explained financial aid documentation prior to new appeal process. SAP (satisfactory academic progress) is required for financial aid.
  - f. All students must complete same requirements (SAP) whether receiving aid or not to be eligible to continue.
  - g. Questions on "Progress Deficiency" were discussed.
  - h. "Success data" on students who returned to school seemed would be inconsistent due to changes in the policy and there should be a path for returning students to go to ICT, possibly depending upon quality points.
  - i. A question was asked why the committee wanted to look at all the reviews.
  - j. There was discussion about an automatic grade exclusion but was not decided since it affected students in a variety of manners.
4. Other Business
- a. Committee members reviewed readmission packets from Fall 2015.
  - b. It was determined to perform on 22<sup>nd</sup> and 23<sup>rd</sup> of December and possibly on the 5<sup>th</sup> of January.
  - c. Volunteers were requested for the review. A google document would be established requesting help in reviewing the appeals in December.
5. Next Meeting: TBD (during Christmas Break)

**Adjourn:** David Parish adjourned the meeting at 12:00pm

**Minutes submitted by:** David Parish



**North Carolina State University  
Standing Committee on Admission  
(Undergraduate)**

**Monday, December 21, 2015 – 2:00 to 3:30pm  
Agenda**

1. Welcome and Introductions
2. New Chair Elect
3. Process for Readmission Appeal Review
4. Review Appeals
5. Other Business
6. Next Meeting

**Monday, December 21, 2015 – 2:00 to 3:30pm  
Talley Student Union (Rm 4210)**

**Minutes**

**Members Present:** David Parish-Chair, Tamah Morant, Kim Outing, , Darby Orcutt, Jane Lubischer, Tim Wallace, Joseph Roise, Erin Horne, Joan Eisemann, Sheila Smith McKoy,

**Members Not Present:** Cynthia Istook, Tameka Whitaker, Joseph Roise, Chang Nam

**Ex-Officio Members Present:** Carrie McLean, Thomas Griffin, Louis Hunt, Jordie Shaw, Brittany Mastrangelo, Krista Ringler Domnick. Michelle Johnson, Erin Dixon, Charles Cliff,

**Ex-Officio Members Not Present:** none

**Call to Order:** David Parish, Chair, called the meeting to order at 10:30pm

**Agenda Items:**

1. Welcome and Introductions
2. Discuss election of a new Chair (decision to write-in/request candidate. Will review in Spring meeting with more committee members)
3. Process for Readmission Appeal Review
  - a. The new Registration and Records application was introduced and demonstrated during the meeting. A number of appeals were reviewed for committee decisions to test the system.
  - b. Deadline for appeals was 5:00 pm 22<sup>nd</sup> of December but was rolling until 5 January.

- c. The committee decided to provide answers by COB on the 23<sup>rd</sup> of December for those early applications.
  - d. Last day to appeal for readmission was 5 January. With classes for the Spring Semester beginning so soon afterwards, decisions on appeals would need to be made quickly so students could work on fees, classes, housing, etc.
  - e. Grade exclusions should be incorporated but the issue with special cases, i.e. athletes, etc, hinder "required" use.
  - f. With the amount of appeals to review, it was decided that 3-member teams would make decisions on the appeals using the on-line website with a similar review format as performed in past meetings.
  - g. To distribute the workload, appeals were alphabetized (A-H; I-P; Q-Z) and distributed to the teams with completion deadlines as previously mentioned.
4. Other Business
- h. Satisfactory Academic Progress (SAP) needs to be determined and will be discussed at the next meeting.
  - i. Mid semester review can be accomplished using the same procedures as the December appeal.
5. Next Meeting: TBD (after deadline for readmission application in March)

**Adjourn:** David Parish adjourned the meeting at 3:40pm

**Minutes submitted by:** David Parish

**North Carolina State University  
Standing Committee on Admission  
(Undergraduate)**

**Wednesday, March 23, 2016 – 2:30 to 4:00pm  
Agenda**

1. Welcome and Introductions (David Parish)
2. 2016 Admissions Update (Tommy Griffin)
3. SAP Review (Krista Ringler)
4. New Chair Elect Committee members)
5. Process for Readmission Appeal Review (Brittany Mastrangelo)
6. Review appeals
7. Other Business
8. Next Meeting

**Wednesday, March 23, 2016 – 2:30 to 4:00pm  
Talley Student Union (Rm 3221)**

***Minutes***

**Members Present:** David Parish-Chair, Annabelle Fernandez (student), Tamah Morant, Kim Outing, Darby Orcutt, Logan Graham (student), Jane Lubischer, Joseph Roise, Erin Horne, Joan Eisemann, Sheila Smith McKoy,

**Members Not Present:** Tim Wallace, Cynthia Istook, Tameka Whitaker, Chang Nam

**Ex-Officio Members Present:**, Thomas Griffin, Jordie Shaw, Brittany Mastrangelo, Krista Ringler Domnick., Erin Dixon,

**Ex-Officio Members Not Present:** Carrie McLean, Michelle Johnson, Louis Hunt, Charles Cliff,

**Call to Order:** David Parish, Chair, called the meeting to order at 2:30pm

**Agenda Items:**

1. Welcome and Introductions
2. A new chair for 2016-2917 was selected and voted. Dr. Erin Horne from Education was chosen as the chair elect.
3. Tommy Griffin discussed the numbers for the new freshman enrollment showed some of the following:
  - a. There were over 20000 applicants for Fall 2016

- b. that ½ admits were female (however not all will come to the school)
  - c. There was an applicant from all 50 states and greater than 70 countries
  - d. Every county in NC was represented
  - e. Diversity was up for this admission as well as special admits
  - f. Most may be due to the new SAT starting in March 2016 which eliminated the essay portion . the format went back to just verbal and math
  - g. There is a waiting list but few get selected form the list since applications were up.
4. Krista Ringler discussed SAP. It has been stricter than financial aid and thus continuation for SAP would cover financial aid suspension. Discussion of the new Satisfactory Academic Progress (SAP) drop from enrollment was discussed.
- a. The estimate that there would be an estimated 600-800 students could be removed due to this policy and would be eligible for appeal.
  - b. The committee would need to review these on a rolling basis in the summer.
  - c. Since this was the first attempt at this policy, it was voted upon to allow registration and records along with the Committee chair to review SAP appeals and make decisions as to readmission. The deadlines were as follows for suspension: All appeals for Summer 1 were reviewed by May 17.
  - d. The group of Registration and Records and the chair as well as a few committee members have been reviewing academic suspension appeals on a rolling basis since May. Additionally, SAP appeals have been mostly renewals due to the newness of the policy.
  - e. Committee members have been asked to assist in the review regardless of 9 or 12 month employment.
5. A discussion of the readmission appeals process was undertaken. The process for summer and fall entrance would be performed similarly to that done in December for fall readmits. The decision to break the applicants up by alphabet with committee members only reviewing those in a specific alphabet range was approved. The division was done as follows:

To maintain the committee's "Three Member Review" process, teams were broken down as follows:

- 1. A-F student appeals will be reviewed by: Erin Horne, Kim Outing, Joan Eisemann
- 2. G-L student appeals will be reviewed by: Jane Lubischer, Darby Orcutt, Joe Roise
- 3. M-R student appeals will be reviewed by: Tim Wallace, Tameka Whitaker, Cynthia Istook
- 4. S-Z student appeals will be reviewed by: David Parish, Tamah Morant, Sheila Smith McKoy, Chang Nam

Committee members are reviewing on academically suspended students appealing to return in Summer or Fall (semesters 2166, 2167 or 2167)

6. Other Business

- a. Mid semester review can be accomplished using the same procedures as the December appeal but there will be SAP reviews in addition to suspension appeals. A review on the procedures for review need to be discussed in the Fall prior to the review of appeals for the Spring 2017.
- b. Make-up of the committee may need to be examined if the appeals need to be accomplished in the summer (Nine month faculty could be unavailable for the review).
- c. Sap Review may be too numerous to complete in an appropriate timeframe without rolling reviews.
- d. Dr. Sheila Smith Mckoy left the University and is no longer on the committee.

7. Next Meeting: TBD Sept-Oct 2016

**Adjourn:** David Parish adjourned the meeting at 4:10pm

**Minutes submitted by:** David Parish