ENROLLMENT MANAGEMENT TEAM MEETING
12-01-05

Buddy Starling welcomed everyone and thanked the Dothan campus for providing the meeting place.

Sharon Jackson read the minutes. Priscilla Washington wanted to be sure the minutes reflected the fact that the ‘Prospects’ file can be used. Motions were made and seconded to accept the minutes and the minutes were accepted.

HOME LOCATION:
Buddy said the Registrar’s Office is responsible for home location changes. He also stressed that ANY location can initiate the change. Priscilla said she has a problem with multiple EARMY applications being added when students go through ‘portal’ to apply. She asked for help in stopping this from occurring. Andrew Rivers said he has students from EARMY that want to take Dothan classes and he asked if he is supposed to change the locations. Robert Allen said the EARMY students will, in the future, be required to register through ‘portal’ and will only be funded if process through ‘portal’. If not, the student must pay up front and then be reimbursed. He said the ‘portal’ has time stamps that are important to the processing of the applications.

DATE STAMPS:
Robert asked for printed instructions for date stamping. He was given a copy of the minutes which included the instructions for how to date stamp.

APPLICATION TYPE OVER:
Darlene Stewart asked for consistency when entering cumulative GPAs for transfer students. It was agreed that the GPA is needed and should be entered consistently. Sharon made a motion to enter the cumulative GPA in line #4 (IASU) of the transfer institution and in #9 enter lowercase ‘tr’ to indicate that this is the transfer institution. Teresa Rodgers amended Sharon’s motion to include total cumulative ATTEMPTED hours in #5. Motion was seconded and then accepted.

ACT AGE EXEMPTIONS:
Susan Pierce distributed information she had gathered on students entering the university at 21 years of age or older. She said she discovered that
EARMY would be most affected by testing students who are 21 years of age or older. Robert wants to know how these students have performed in school. Susan said she will get the institutional GPAs and other date pertinent to this study. Barbara Echord asked is a pilot test is possible. Larry Hawkins will forward to Susan some information he has from one of his studies on ACT.

NEW BUSINESS:
Buddy said we will be voiding again Spring 2006. Darlene asked how students are notified of the drop policy. She said this is a huge problem with those students who have courses at multiple campuses. It was determined that drop by courses. Susan asked if this committee can voice a concern to upper level management about voiding policies. Buddy said he will do this and will send a copy to appropriate persons.

Priscilla wanted clarification on admitting students who do not meet regular admission requirements, such as students who have been out of school for a long time and have less than a 1.7 GPA. It was decided that unclassified hours will be used to change a student’s ‘unclassified’ admission to either ‘conditional’ or ‘unconditional’. If the student has attempted 12 hours on ‘unclassified’ admission and has a 2.0, or higher, the student must still complete another 12 hours on ‘conditional’ admission. Darlene made a motion to amend the procedures for ‘unclassified admissions’ and asked that the amendments be documented within the committee. Teresa will change the CONDITIONAL CONTRACT and Priscilla will change the wording of the unclassified policy.

eCAMPUS:
Robert read some documentation concerning eCAMPUS. He said that faculty, staff and students need to be educated concerning eCAMPUS. Barbara said the number to give students for information is: 1-800-266-1154 and email addresses are:
Graduate students bechord@troy.edu
Undergraduate obritton@troy.edu

Buddy said that ‘provisional credit’ information will appear in the next catalog. He asked each member to read the ‘Admissions’ section of the catalog and email him, by January 15, of any changes.
Buddy said that Dr. Kirk Porter has raised some concerns with the common application and its use with the international applicants. Darlene suggested testing this common application for a year and then documentation could be provided later to support any concerns. A motion was made that no new application be made for international students. The motion was seconded and accepted.

Buddy said that in February 2006, Phenix City will use Verisign for online applications and fees.

Darlene suggested Kim Brinkley Jones be asked to attend the next meeting when we discuss eCAMPUS.

The next meeting will be February 9, in Troy, at 9:30 am.

This meeting was adjourned.