

Queensborough Community College

Of the City University of New York

Faculty Committee of Admissions Meeting

The faculty Committee on Admissions met on January 8, 2016, from 9:30 – 2:30 p.m. in A 204.

Committee Members in Attendance:

Dr. Steven Dahlke, Music Department

Dr. Sharon Ellerton, Biological Sciences and Geology Department

Ms. Emily Gordon, Academic Literacy Department

Dr. Jannette Urciuoli, Student Affairs Department

Mr. Kwai Chiu, Math and Computer Science Department

Professor Dolores Weber, Nursing Department

Others in Attendance:

Ms. Jankee Guzman, CUNY Office Assistant (Admissions)

Business:

The meeting was called to order at 9:30 am.

- I. Anthony Davis, Director of Admissions addressed the committee:
 - a. In regards to students who are applying to be re-admitted with WUs on their transcripts based on mental health issues, Mr. Davis stated that these applications would be better suited to be forwarded to the office of Registrar. He explained that since these students need to appeal WUs, the office that processes these WUs should be the office that houses it. Then Registrar should forward these applications to the Counseling Center. Mr. Davis stated that he would speak to Ms. Farrat (Registrar Assistant) to review this process.
 - b. Re-admit applications that concern violence, will be directed to Mr. Davis who will handle these applicants in consultation with Dean Kerr (Dean of Students).
 - c. A question was raised about seeing student's prior decisions from the Committee on Course and Standing. Ms. Guzman requested to have access to Transcript Text on CUNY First which is what the Committee on Course and Standing use to document their decisions on each applicant. Mr. Davis stated that he will request Transcript Text access for Ms. Guzman.
- II. Discussion among committee members:
 - a. Dr. Dahlke asked if committee members where available to attend the Retention Management Meeting as a representative of the Admissions Committee. These meetings are held every other Wednesday from 11 – 12. Dr. Dahlke will send an email to the committee members where members can write their names alongside meetings dates that they will be able to attend.

- b. Each committee is getting encouragement from the Committee on Committees to have a set meeting time. They are asking for a 3 – 4 hour block of time. We decided that for this coming spring semester it will be Thursdays at 2pm and that for the fall 2016 it will be Fridays at noon.
- c. Applicants that include mental health documentation as a reason for their dismissal (yet have no WU grade) will be reviewed by the counselor on the committee to ascertain the legitimacy of the documentation. Based on the legitimacy of the documentation (may involve a phone call to the mental health professional), the committee will then make a decision.
- d. It was suggested that the office of Registrar and Admissions meet to address the following concerns:
 - i. Closing the loop on applications
 - ii. Provide shared platform to show where documents are pending or decisions are pending
 - iii. Provide a cover page that identify the process of the application – especially when the application is being processed by 3 offices.
 - iv. Consider an electronic platform where we can go paperless and be more efficient.

III. Appeals for Reinstatement

- a. The members of the committee reviewed:
 - (125) Degree student records
 - (2) Non-degree student records
 - (0) NP-AAS/NS-AAS student records
 - A total of (127) Student records

THE FOLLOWING ACTIONS WERE TAKEN:

DEGREE

- (92) Students approved re-admissions with conditions for the spring 2016 semester.
- (20) Students denied re-admissions for the spring 2016 semester
- (9) Student's application deferred based on CCS Committee's decision
- (0) Student's application held for more documentation.
- (4) Student's application referred to graduation audit.

NON DEGREE

- (0) Students approved re-admissions with conditions for the spring 2016 semester.
- (1) Students denied re-admissions for the spring 2016 semester
- (1) Student's application deferred based on CCS Committee's decision
- (0) Student's application held for more documentation.

NURSING (this section was reviewed at a later time by D. Weber)

- (0) Students approved as Degree in NP-AAS/NS-AAS for the spring 2016 semester.
- (0) Students approved as Degree in LA/LS/HS for the spring 2016 semester.

Adjournment

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Dr. Jannette Alejandra Urciuoli, Secretary
Faculty Committee on Admissions

Members of the Faculty Committee on Admissions

Mr. Kwai Chiu, Math and Computer Science Department
Dr. Steven Dahlke, Music Department
Dr. Sharon Ellerton, Biological Sciences and Geology Department
Ms. Emily Gordon, Academic Literacy Department
Dr. Jannette Alejandra Urciuoli, Student Affairs Department
Professor Dolores Weber, Nursing Department
Ms. Laura Bruno, Assistant Dean of Enrollment Management

Minutes typed January 27, 2016.