

**Curriculum & Instruction Committee  
Minutes of November 19, 2013 Meeting**

Present: Jane Fitzgibbon, Paul Beavers, Karen Feathers, Zhengqing Hu, Fayette Martin, Marsha Richmond, Joseph Rankin, Pramod Khosla via Skype  
Absent with notice: Jennifer Beebe-Dimmer, Frances Brockington, James Moseley, Jeffrey Potoff, Thomas Simpson  
Absent: Kristin Dawn-Dumas  
Guest Speakers Monica Brockmeyer, Monica Davie & Corinne Webb

Meeting began at 3:00PM

- 1) Monica Brockmeyer discussed the criteria for the APEX Program.
  - a) For the period covered this was for 102 students (122 students were initially admitted to the program) who had completed the program.
  - b) The program focused on student skill sets.
  - c) Students in the program continue with evaluations. For the Winter term they are expected to meet eight times with the APEX team.
  - d) The program seeks to focus on retention. The need is to increase graduation rates of the 2008 34%.
  - e) Apart from the additional in college advisors they are looking at efforts by colleges and schools such as
    - i) NFS Grants
    - ii) STEM
    - iii) Rising Scholars' Program
    - iv) Learning Communities
  - f) In addition to the above, Dr. Brockmeyer mentioned that Georgia State (Atlanta) has been looked at regarding graduation rates. A similar institution with a similar student population but a very different graduation rate.
  - g) They conducted a "Student Success" session for chairs in early November and are waiting feedback/trickle down impacts.
  - h) See attached material.
  - i) In addition she provided a copy of LEAP Ensuring Quality & Taking High Impact Practices to Scale. (It's 44 pages, if you would like to take a look let me know and I will send it via snail mail).
  
- 2) Corinne Webb presented the reasoning behind SMART
  - S SAP                      Withdrawing will affect Satisfactory Academic Progress (SAP), jeopardizing financial aid in future terms.
  - M Money                    Withdrawing does not cancel tuition or fees. You are still charged for courses from which you withdraw.
  - A Academic Record      Course withdrawals appear on your academic record and may affect graduate & career opportunities.
  - R Repay                      If you withdraw, you may be required to repay a portion of your aid back to the university.
  - T Time to Degree          Withdrawing extends the time and cost of your degree.

- a) The program was developed to ensure that students who are receiving financial aid understand the impact of withdrawing from a class. Based on Title IV Aid, the university must fully reimburse the government for students not completing classes.
  - b) For Fall 2012, approx 500 (both undergraduate and graduate) students, who did not return, are in arrears for owed tuition to the university. The debt will be turned over to a collection agency in an effort to collect the debt, which is estimated at over \$3 million.
    - i) They are predicting similar amounts for W 2013.
    - ii) During Fall 2013, 1488 students came to the student center for a SMART check.
  - c) We should like to revisit this issue toward the end of the winter term.
  - d) In addition the university will turn over to a collection agency
- 3) Approval of Minutes of the October 9, 2013 Meeting.
- 4) Old Business – None
- 5) New Business – None
- 6) Date of Next Meeting February. Date pending response to availability of committee members.