

Date: December 8, 2006

To: Tara Kuther, President, WCSU University Senate

From: Admissions Committee

Re: Admissions Committee Proposed By-law Revisions

Proposed Changes:

1. To incorporate language to provide for representation of the School of Visual and Performing Arts on the committee.
2. To increase the number of elected faculty from three (3) to five (5), one elected member from each of the four schools and one from the Librarians/Counselors/Coaches Group.
3. To include the university's "Enrollment Management Officer" as an ex-officio member of the committee
4. To decrease the number of student seats on the committee from three (3) to two (2)
5. To include language that reflects an expanded role for the committee over "retention" issues.
6. To change the name of the committee to "Enrollment Management Committee"

Reasons for the Proposed Changes:

1. Per a Senate resolution dated September 20, 2006 all committees are required to amend their bylaws to provide for appropriate representation to members of the School of Visual and Performing Arts. The proposed changes to Article III, Section A.1. and Article IV, Section D.4. carry out that mandate.
2. Currently, the bylaws provide for six (6) faculty members of the committee: three (3) elected by the general faculty, and three (3) administratively appointed. At any given time, there must be one member (elected or appointed) from each school and one member (elected or appointed) from the Librarians/Counselor/Coaches group ("LCC Group"). In order to provide for more balanced and elected representation and to ease the administrative burden associated with appointments, the committee proposes the following changes: At any given time, each of the four (4) schools and the LLC Group will have an elected (by the general faculty) member on the committee, for a total of five (5) elected seats. The sixth faculty member will be administratively appointed from the general faculty.

3. Currently, the University's Enrollment Management Officer ("EMO") does not have a seat on the committee. However, the EMO works closely with and regularly reports to the committee on the status of enrollment, retention, recruitment, market competition, advertising, student transfers, part-time/full-time status and other issues. The EMO also helps focus the committee on admission and retention issues that need addressing. Accordingly, the committee believes that the EMO is a natural fit into the committee. The proposed changes to Article III would add the EMO as an ex-officio member of the committee.
4. Currently, the bylaws provide for ten (10) committee members: six (6) faculty, the Director of Admissions ("DA"), and three (3) students. The committee believes that its current size, ten members, is appropriate, as are the six faculty and the DA seats. Currently, there are no students serving on the committee. Last year, one student served. Given the lack of student participation, the committee believes that decreasing the number of student seats from three (3) to two (2), and replacing the lost seat with the EMO reflects a more efficient use of committee seats. The proposed changes to Article III would reduce the number of student seats from three (3) to two (2).
5. Currently, the responsibilities of the committee do not officially cover retention issues. Further, to the best of the committees' knowledge and belief, no other senate committee has responsibility over retention. Recent data indicates that student retention is a major concern to the university. Admission and retention issues often overlap. Indeed, many retention issues are mere extensions of or integrally related to admission issues. Thus, the committee believes that expanding its responsibilities to include retention represents an efficient means of officially involving the senate in the retention process. The proposed changes to Article I and Article II would expand the responsibilities of the committee to cover retention.
6. Currently, the official title of the committee is "Admissions Committee". However, if the responsibilities of the committee are expanded to include retention, as per Par. 5, above, then the name of the committee should be changed to "Enrollment Management Committee".