

**QUEENSBOROUGH COMMUNITY COLLEGE  
THE CITY UNIVERSITY OF NEW YORK**

**COMMITTEE ON ADMISSIONS  
Of the Academic Senate  
ANNUAL REPORT**

**ACADEMIC YEAR  
08/2012 – 08/2013**

**Membership:**                   **Professor K. Ford, Business - Chairperson**  
    **Professor S. Jacobowitz, English- Secretary**  
    **Professor S. Dehipawala, Physics (Spring 2013)**  
    **Professor J. Shin, Chemistry**  
    **Professor J. Urciuoli, Counseling (Fall 2012)**  
    **Professor D. Weber, Nursing**

Professor V. Kasomenakis, Business, Steering Committee Designee (Non-voting member)  
 Eugene Harris, Committee on Committees Liaison  
 Ms. Veronica Lukas, Director of Enrollment Management & Student Financial Services (Ex-Officio)  
 Ms. J. Guzman, CUNY Office Assistant (Admissions)  
 Mr. W. Yarde, Director of Admissions (Ex-Officio)  
 Ms. L. Bruno, Director of Admissions (Ex-Officio)

**1. Approval**

**The Committee on Admissions met (6) times during Academic Year August, 2012 – August, 2013. Below is the disposition of the applications:**

Meeting Dates	Total Apps.	Total Apps. Reviewed	Degree Status Approved	Degree Status Denied	Degree Pending For CCS Decision	NM8 Approved	NM8 Denied	NM8 Pending For CCS Decision	Nursing Approved	Nursing Approved For LA1/HS1
10-24-2012	167	33	15	2	4	0	0	0	2	10
11-28-12	450	62	18	10	11	1	0	1	3	18
12-14-12	1,253	88	30	26	14	2	0	0	2	14
<b><u>SPRING 2013</u></b>	<b><u>1,253</u></b>	<b><u>183</u></b>	<b><u>63</u></b>	<b><u>38</u></b>	<b><u>29</u></b>	<b><u>3</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>7</u></b>	<b><u>42</u></b>
04-12-2013	296	39	21	1	1	0	0	0	2	14
05-06-2013	604	57	24	9	8	0	0	0	3	13
05-24-2013	1,216	146	112	4	9	1	0	1	4	15
07-23-2013	1,678									
<b><u>FALL 2013</u></b>	<b><u>1,678</u></b>	<b><u>242</u></b>	<b><u>157</u></b>	<b><u>14</u></b>	<b><u>18</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>1</u></b>	<b><u>9</u></b>	<b><u>42</u></b>
<b>TOTAL</b>		<b>425</b>	<b>220</b>	<b>52</b>	<b>47</b>	<b>4</b>	<b>0</b>	<b>2</b>	<b>16</b>	<b>84</b>

**Bylaws Charge: *Formulate and recommend to the Academic Senate matriculation standards governing entrance of students to the various curricula and programs at Queensborough Community College***

- On December 2, 2011, Vice-President Hartigan informed the Committee that CUNY has instructed the College to be more restrictive on admissions. The Committee will continue to scrutinize appeals for re-admission carefully. The Committee will examine all aspects of a student's academic record. It was agreed by all Committee members that applicants with GPA below 1.50 would be considered under special circumstances accompanied by supporting evidence.
- For the Fall of 2013, the College projects 3,631 freshman student admissions.
- Changes in Nursing Admissions:

Starting in Fall 2012, all student requesting a nursing major will be admitted as LA1 with a subplan in the health major. These changes were due to financial aid reasons.

D. Weber, Nursing Department reviewed and made recommendations for applications from students seeking to declare a major in Nursing.

**Bylaws Charge: *Formulate and recommend to the Academic Senate matriculation standards governing re-entrance of student to the various curricula programs at Queensborough Community College***

- The committee continued to implement the policy to readmit only those students who seemed to be most likely to complete the degree requirements and graduate.
- To assist the decisions of the Committee, the GPA calculator is available at each meeting to identify applicants who would not have the mathematical possibility of achieving a 2.0 GPA required for graduation. The GPA calculator continues to be a very effective tool in guiding the decisions of the committee.
- Students were referred to the Committee on Course and Standing for possible removal of WU (unofficial withdrawal) grades. For some students, their transcripts showed consecutive or intermittent semesters of WU grades. Those students with documented reasons for WU grades, readmission was deferred pending review by the Committee on Course and Standing. If the decision by the Committee on Course and Standing was favorable, students were then permitted to re-apply to the Admissions Committee for consideration for re-admission.
- All actions by the Committee will be based on a unanimous vote.
- The Committee decided that reinstated students granted 1 course will have a four credit limit; those granted 2 courses will have a six credit limit.
- The Admissions Office made changes to move away from printed transcripts. The Office prepares student records by compiling the semesters of attendance and has them on the drive for access.

**Bylaws Charge: Consider appeals for matriculation and make decisions in accordance with Board of Trustees policies.**

- This academic year (2012-2013), 425 applications for re-admission were reviewed, **12.23 %** of students seeking re-admission were denied and **11.05%** were referred to the Committee on Course and Standing (CCS) prior to consideration for readmission. The numbers of students denied re-admission has decreased by 22.76% while the number of students referred to CCS has increased by 1.55%.

***Specific charges from Steering Committee***

- The Committee will continue to forward any comments on assessment of student admission and recruitment received from the Office of Student Affairs to the Committee on Assessment and Institutional Effectiveness.
- The Committee periodically receives minutes from the Enrollment Council Management Meetings (CUNY Central Office Board) and discusses trends.
- Dr. Jannette Urciuoli resigned on February 20, 2013 because she was taking maternity leave. Dr. Sunil Dehipawala replaced Dr. Urciuoli at the start of the Spring 2013 semester.
- Ms. Laura Bruno attended the meeting on May 6, 2013 introducing herself as the new Director of Admissions and familiarized herself with the policies and procedures of the Committee.

- New Website and Posting for Committees

The Committee will post all materials including agenda, minutes and annual reports on the new website. Ford and Jacobowitz will be responsible for collaborating on this process. The Committee will seek the assistance of the Academic Computing Center when necessary.

The Committee continues to work on archiving its minutes and providing materials for the website.

- The Committee elected Prof. Kelly Ford, Business, to continue as the Chairperson and Prof. Steven Cheng, Mathematics and Computer Science, the new secretary to serve during the 2013-2014 academic year.
- The Chairperson thanks the members of the Committee for their collegiality, dedication and for consistently attending meetings and meticulously reviewing 425 applications for re-admission to the College. Due to the commitment of each member, the committee was able to continuously make changes that resulted in a more efficient decision-making process. The committee is grateful to Ms. L. Bruno, Director of Admissions, for her hospitality, guidance and support to the Committee. The members would like to express their gratitude to Ms. Guzman who scheduled and coordinated all the meetings, presented applications for review, and recorded the decisions of the Committee. The Committee could not have operated smoothly without her tireless assistance.

*Academic Senate Agenda—September 10, 2013—Attachment H*

- The Chairperson considers it a privilege to have served in this capacity and is confident in the continued effectiveness of the Committee in the new academic term.

Respectfully submitted,  
Kelly Ford  
Chairperson, 2012-2013

Cc: Prof. Kelly Ford, Admissions Committee Chairperson, 2012-2013  
Ms. L. Bruno, Director of Admissions