

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

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

**ACADEMIC YEAR  
08/2013 – 08/2014**

**Membership:**                    **Professor K. Ford, Business - Chairperson**  
    **Professor S. Cheng, Mathematics and Computer Science-  
 Secretary**  
    **Professor G. Capozzoli, Counseling**  
    **Professor S. Dehipawala, Physics**  
    **Professor J. Shin, Chemistry**

Professor D.Weber, Nursing, Steering Committee Designee (Non-voting member)  
 Eugene Harris, Committee on Committees Liaison  
 Ms. J. Guzman, CUNY Office Assistant (Admissions)  
 Ms. L. Bruno, Director of Admissions (Ex-Officio)

**1. Approval**

**The Committee on Admissions met (6) times during Academic Year August, 2013 – August, 2014. Below is the disposition of the applications:**

Meeting Dates	Total Apps. Reviewed	Degree Status Approved	Degree Status Denied	Degree Pending For CCS Decision	More Info.	*NM-ND Approved	*NM-ND Denied	Nursing Approved	Nursing Approved For LA1/HS1
10-18-2013	35	15	11	1	1	0	0	0	7
11-21-13	69	29	17	4	3	0	0	1	15
12-12-13	117	70	17	9	1	0	0	3	17
<b>SPRING 2014</b>	<b><u>221</u></b>	<b><u>114</u></b>	<b><u>45</u></b>	<b><u>14</u></b>	<b><u>5</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>4</u></b>	<b><u>39</u></b>
3-26-2014	22	12	2	2	0	1	0	0	5
04-25-2014	53	25	8	4	5	0	0	0	11
05-23-2014	122	71	21	7	2	0	0	2	19
<b>FALL 2014</b>	<b><u>197</u></b>	<b><u>108</u></b>	<b><u>31</u></b>	<b><u>13</u></b>	<b><u>7</u></b>	<b><u>1</u></b>	<b><u>0</u></b>	<b><u>2</u></b>	<b><u>35</u></b>
<b>TOTAL</b>	<b>418</b>	<b>222</b>	<b>76</b>	<b>27</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>74</b>

\*Non-Degree / Non-Matriculated

**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***

- Ms. Laura Bruno, Director of Admissions, attended the meeting on October 18, 2013 and informed the Committee that CUNY Central was encouraging Colleges to be more careful when readmitting students. 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 a GPA below 1.50 would be considered under special circumstances accompanied by supporting evidence.
- For the Fall of 2014, the College projects 3,646 freshman student admissions.
- Changes in Nursing Admissions:

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

Prof. 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, re-admission 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.
- Dr. Steven Dahlke, Chair of the Committee on Course and Standing, attended the meeting on April 25, 2014 to discuss the possible streamlining of the paperwork process and unnecessary duplication of filing requirements.

As a result, in cases where a student's application for re-admission is pending the removal of WU (unofficial withdrawal) grades, the application will now be directly submitted to the Committee on Course and Standing by the Committee on Admissions.

- The Chair of this Committee, Prof. Kelly Ford, conveyed the details of the workings of the Admissions Committee to the Retention Management Team in an effort to provide information and improve the communication process between the two committees.
- 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 (2013-2014), 418 applications for re-admission were reviewed, 18.18% of students seeking re-admission were denied and 6.45% were referred to the Committee on Course and Standing (CCS) prior to consideration for readmission. The numbers of students denied re-admission has increased by 5.95% while the number of students referred to CCS has decreased by 4.6%.

***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.
- New Website and Posting for Committees

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

- The Committee elected Prof. Kelly Ford, Business, to continue to serve as the Chairperson and Prof. Steven Cheng, Mathematics and Computer Science, to continue to serve as the secretary during the 2014-2015 academic year.
- The Chairperson thanks the members of the Committee for their collegiality, dedication and for consistently attending meetings and meticulously reviewing 418 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. In addition, the Chairperson thanks Prof. Dolores Weber, Nursing, for reviewing and making decisions for the Nursing applications.

*Academic Senate Agenda—September 9, 2014—Attachment H*

- The Committee is grateful to Ms. Laura Bruno, Director of Admissions, for the valuable contributions, guidance and support that she gave to the Committee. The Committee would like to thank Ms. Doreen Fox-Herron, Enrollment Registrar Specialist and Ms. Danie Jules, Enrollment Registrar Coordinator, for their assistance with the processing of applications of those students who were nearing graduation. The Committee thanks Prof. Steven Cheng, Secretary, for preparing the minutes and posting the minutes on the College Website. The members would like to express their gratitude to Ms. Jankee Guzman, CUNY Office Assistant (Admissions) who scheduled and coordinated all the meetings, presented applications for review, and recorded the decisions of the Committee. The Committee could not have operated as smoothly as it did without her tireless efforts.
- The Chairperson considers it a privilege to have served and to be able to continue serving in this capacity and is confident in the continued effectiveness of the Committee in the new academic term.

Respectfully submitted,  
Kelly Ford  
Chairperson, 2013-2014

Cc: Prof. Kelly Ford, Admissions Committee Chairperson, 2013-2014  
Ms. Laura Bruno, Director of Admissions