

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

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

**ACADEMIC YEAR
08/2016 – 08/2017**

Membership: **Dr. S. Dahlke, Music- Chairperson**
 Dr. J. Urciuoli, Student Affairs- Secretary
 Dr. Carol Alleyne, New Student Engagement
 Professor K. Chiu, Mathematics
 Dr. S. Ellerton, Biological Sciences and Geology
 Professor D. Weber, Nursing

Professor R. Mako, Steering Committee Designee (Non-voting member)
Dr. David Sarno, Committee on Committees Liaison
Ms. J. Guzman, CUNY Office Assistant (Admissions)
Ms. L. Bruno, Assistant Dean of Enrollment Management (Ex-Officio)

1. Approval

The Committee on Admissions (AC) met (8) times during Academic Year August, 2016 – August, 2017. 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
10-21-16	50	20	24	6	0	0	0	0	0
11-18-16	51	31	13	2	5	0	0	0	0
12-16-16	65	39	18	6	2	0	0	0	0
1-5-17	90	51	28	10	1	0	0	0	0
<u>SPRING 2017</u>	<u>256</u>	<u>141</u>	<u>83</u>	<u>24</u>	<u>8</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4-4-17	41	23	12	5	0	1	0	0	0
5-16-17	61	44	12	5	0	0	0	0	0
6-15-17	91	53	28	6	4	0	0	0	0
8-2017	4	3	1	0	0	0	0	0	0
<u>FALL 2017</u>	<u>197</u>	<u>123</u>	<u>53</u>	<u>16</u>	<u>4</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	453	264	136	40	12	1	0	0	0

*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*

The committee will continue to carefully scrutinize appeals for re-admission. 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. Extended absences from QCC will also be taken into account, as personal and professional student maturation likely occurs during a long interval.

For the Fall of 2017, the College projects 3,357 freshman student admissions.

Prof. D. Weber, Nursing Department, was available to review and make recommendations for applications from any 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. Ms. Jankee Guzman, when possible, provides student credit reports to check progress of readmitted students.

A joint Committee on Course and Standing (CCS) and AC application was put into effect. The form minimizes student paperwork and steers dismissed students to CCS, if advisable, to address WUs. The new application also includes a section in which CCS and AC can notify each other whether students have appealed to either committee before, and be apprised of outcomes of any previous applications. Notations of past appeals are visible on advisor's copies of student transcripts, and at CUNYfirst via "transcript text."

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. In addition, The Office of Degree Audit advises the committee on the viability of applications for which likelihood of graduation is in question.

AC continues to follow a policy by which mental health appeals are forwarded directly to the Counseling Center for document verification. After review, the appeals are then returned to AC with any appropriate recommendations.

To expedite the review process, any AC readmit application with significant WUs, regardless of documentation, is forwarded to CCS for their review prior to AC review. AC and CCS strive to coordinate their meeting times so that AC reviews applications after CCS consideration. It is hoped that this process minimizes waiting time for students to receive AC decisions on applications.

AC member Dr. Carol Alleyne (New Student Engagement) serves on the Retention Management Team (RMT) and also represents AC there. Dr. Alleyne provides RMT information to AC and improves the communication process between the two committees.

AC continues to use rooms in KHRCA and The Admissions Building for meetings, as the former Admissions Conference Room has been repurposed.

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

- This academic year (2016-2017), 453 applications for re-admission were reviewed (up 12.4% from 2015-2016). 30.02% of students seeking re-admission were denied and 8.83% were referred to CCS prior to consideration for readmission. The number of students denied re-admission has increased by 18.11% and the number of students referred to CCS has increased by 3.38%.

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.

The Admissions Committee established a set meeting time of Fridays at 12:00 PM (approximately three times a semester) as of Fall semester, 2016 in compliance with a request from the Committee on Committees. Faculty members seeking to serve on AC will consider this meeting time in making their application.

Professor Kwai Chiu and Jannette Urciuoli were unanimously elected as chair and secretary, respectively, for the 2017-2018 academic year.

The chairperson thanks the members of the committee for their collegiality and dedication and for consistently attending meetings and meticulously reviewing 453 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 Department, for being available to review and make decisions for the Nursing applications.

Thanks are offered to Dr. Carol Alleyne for serving as a liaison between RMT and AC. The open channel of communication between the two committees that Dr. Alleyne provides is of vital importance.

The committee is grateful to Ms. Laura Bruno, Assistant Dean of Enrollment Management, 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 Dr. Jannette Urciuoli, Secretary, for preparing the minutes and posting the minutes on the QCC website, and for her willingness to serve in the same capacity in 2017-2018. 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 operates as smoothly as it does largely through her tireless and cheerful efforts.

The chairperson considers it a privilege to have served in this capacity for two years and extends his gratitude to Professor Kwai Chiu for stepping into the role of Chair for 2017-2018. The chair extends his best wishes to the committee for continued valuable service to the College in 2017-2018.

Respectfully submitted,
Steven Dahlke
Chairperson, 2016-2017

Cc: Dr. Steven Dahlke, Admissions Committee Chairperson, 2016-2017
Ms. Laura Bruno, Assistant Dean of Enrollment Management