

**Admissions and Financial Aid Subcommittee**  
**Minutes**  
**Monday, September 17, 2018**  
**3:00-4:20pm**  
**KL 232**

---

**I. Welcome and Introductions**

- Chair Keske welcomed new and returning members.
- Members introduced themselves.
- Chair Keske noted that she also serves as chair of the SOE Executive Committee, Vice Chair of UGC, and as the Merced BOARS representative. As the Merced representative, she will share regular reports with both AFAS and UGC.

**II. Chair's Report – Catherine Keske**

- AFAS Membership:
  - Catherine Keske, Chair, UGC vice chair, [BOARS](#) Representative, School of Engineering
  - Mike Cleary, School of Natural Sciences
  - Jesus Sandoval-Hernandez, UGC member, School of Social Sciences, Humanities and Arts
- Ex-Officio (non-voting):
  - Encarnacion Ruiz, Director, Admissions and Outreach
  - Charles Nies, Vice Chancellor - Student Affairs
  - Ron Radney, Director, Financial Aid and Scholarships
  - TBD, ASUCM Representative

**Action:** Professor Mike Cleary volunteered to serve as Vice Chair of AFAS. As vice chair, he may consider chairing AFAS next year and will be invited to preside if Chair Keske is unable to chair.

Director Ruiz volunteered to help identify an undergraduate student representative. (update: a student has been identified).

Members are encouraged to reach out to AD Paul and Chair Keske if they have any questions.

AVC Orcutt is interested in discussing whether ACT and SAT should continue to be part of the admissions process. UCB has been asked to conduct a review on whether they felt the test scores influence student success. UCB is expected to provide BOARS with data about this topic. Several institutions across the nation have now made it optional to submit test scores.

Once we have data from UCB, it might be interesting to discuss and share this information with faculty at next Enrollment/Admissions forum.

**Action:** Chair Keske will follow-up on this item at the inaugural BOARS meeting. An update will be provided at the October AFAS meeting.

AVC is also interested in discussing the [topic of letter of recommendations](#) as part of the review and admissions process. Last year, this topic was discussed extensively at BOARS. There were concerns expressed by faculty and systemwide admissions directors about how students from disadvantaged backgrounds would be disenfranchised. President Napolitano recently requested that all or none of the UCs require the letters as a supplemental admissions process. If implemented, this would translate into considerable workload increases for high school counselors. The concern about equity still exists.

**Action:** This item will be revisited at the AFAS October meeting. Chair Keske will pursue the matter at future BOARS and UGC meetings.

It was noted that Admissions and Financial Aid are components of the enrollment management mechanisms on campus. Many variables influence the enrollment of students. One of those variables is retention. We need to focus on student performance. Retention recently dropped so this impacted our needs to bring in more students for Fall 2018. Factors that impact undergraduate admissions include graduate enrollments that do not meet their targets. If retention rates remain constant or increase, this results in additional burden on the campus's ability to meet its enrollment targets.

**Action:** VPDUE Whitt, VCSA Nies, VPDGE Zatz, and GC Chair Westerling will be invited to a December meeting to discussion retention and enrollment trends, and factors that affect retention rates.

- [August 30, 2018 Undergraduate Council Meeting](#)

Discussion topics at the August 30 UGC meeting <sup>1</sup>included the following:

- a. UGC member Jesus Sandoval-Hernandez volunteered to serve on the AFAS.
- b. Issues with spark seminars and lack of sections for freshmen. There will be some discussion about amending credit hours. How will this affect recruiting?
- c. The GE Executive Committee is in the process of being populated.

Director Rodney noted that the number of students enrolled in less than 15 units affects our FTEs without affecting our headcount. We had about 800 students who were considered as having less than full time FTEs (between 12-14 credits) due to the lack of sections. There may be other issues that pressure students to enroll in less than 15 units. This will need to be discussed further with VCSA Nies at the October AFAS meeting.

Members had several questions about GE but there are too many unknowns about the GE governance so it was advised that discussions be pursued in the future.

**Action:** A recommendation was made to review the GE website to make sure the information published is accurate. VPDUE Whitt is scheduled to provide a report on GE at the September 24 UGC meeting.<sup>2</sup>

Members discussed the following items:

- a. Budgets for TA positions and instructional budgets – There are many factors that affect the number of TAships (e.g. enrollment, writing-intensive vs. not writing-intensive classes). This is a topic that will come up throughout the semester.  
Centralized advising has been implemented. This is a topic that will be revisited by AFAS in consultation with VPDUE Whitt. AVC Orcutt stated that, from an admissions/enrollment perspective, concerns include whether the student experience is seamless from the time they are admitted, go through orientation and then on to advising. With the presidential transfer guarantee, we offer admission opportunities to transfer students with less than 60 units. These are often excellent students who may have decided to go to a Community College the first semester after high school graduation. We would like to provide this cohort with a UC opportunity while making sure they receive adequate advising from the Bobcat advising center. Good advising is a very important retention tool. It was noted that data shows that

---

<sup>1</sup> Minutes are available here: [https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/documents/ugc\\_minutes\\_8.30.18.pdf](https://senate.ucmerced.edu/sites/senate.ucmerced.edu/files/documents/ugc_minutes_8.30.18.pdf)

<sup>2</sup> Due to time limitations, VPDUE was not able to provide a full report. GE will be discussed at the October 11 UGC meeting

A member reported that UCM retention rates for undeclared students is lower than the rates for students who have declared a major.

**Action:** Centralized advising will be addressed with VP Whitt, specifically for transfer students and how advising can be used for retention.

**Action:** Retention rates for undeclared students vs. those for students who have declared a major.

A member noted that transfer students with advanced standing are advised by the school. All first-year students are advised by Bobcat advising.

- III.** September 4, 2018 Meeting with former AFAS Chair/BOARS representative Viney
- a. Prof. Viney was the BOARS representative for four years and will serve as the BOARS alternate this academic year. The AFAS was created in 2016 and AD Paul serves as the subcommittee's support staff.

- IV.** September 13, 2018 Meeting with EVC/Provost Camfield
- a. Interim Provost Camfield conveyed that he feels that the transfer policy is a great opportunity for UCM as a means to cultivate successful relationships with Community Colleges and expand enrollment.  
He would rather see UCM not get an exemption for the 2:1 transfer agreement.
  - b. The interim Provost recommended that Chair Keske bring up the NY times [article](#) at the next BOARS meeting.
  - c. The Interim Provost wants UCM to specialize or be known for specific pillars. The following areas came to his mind:
    - i. Medical research
    - ii. Sustainability research

Vice Chair Cleary reported that SNS is conducting a search for a faculty FTE that would bring in expertise in the infectious disease research field. UCM is also partnering with UCSF and Fresno.

**V. Consent Calendar**

- A. The agenda was approved as presented.
- B. [UGC and AFAS Conflict of Interest Policy](#) will be reviewed by voting members via email.

**VI. AFAS Goals for AY 18-19 – All**

- a. Impacted Majors - There has been discussion amongst Biology faculty about strategic enrollment. Capping bio majors is a recurring topic and should be addressed by AFAS this AY. Other campuses have capped majors.

AVC Orcutt reported that impacted majors affect the campus's enrollment aspirations and our faculty in general. If we restrict any of our majors, we would not meet our enrollment targets, which impacts the financial revenue to the institution.

This topic intersects with the work of the Academic Planning Working Group (APWG).

**Action:** Susan Amussen, who serves as the UGC representative on the APWG will be invited to discuss this topic at a future AFAS meeting. Consider adding this item to a future UGC agenda too.

**Action:** AVC Orcutt indicated that she would like to attend an SNS faculty meeting to share perspectives and discuss options.

- b. Balance of international and domestic non-resident students' populations. There are no resources dedicated to increasing the enrollment of those groups. What would be the ideal target? What do the faculty think about this topic? What should the recommendation be? Currently, the system holds us at no more than 18% and we have seen some slight growth in the last two years in both non-resident and international but we need to consider being more intentional if we want to see a growth in non-resident and international populations.

**Action:** Continue discussion in November.

- c. Hispanic Serving Institutions – What does that mean for our campus? How are we using it? What is our political message? If we are to educate this student population, are the resources adequate?
- i. Chair noted that there is an NSF grant that has been obtained by the School of Engineering.

**Action:** AD Paul will follow up with SOE Dean Executive Assistant D.B. Quan to request more information about the grant.

**Action:** Member Sandoval-Hernandez will follow-up with Professor Sora Kim.

- d. Transfer 2:1 barriers due to geographical challenges.

It was noted that an additional obstacle for transfer admissions is our reputation of not being generous with transfer credits. AVC Orcutt would like to see faculty involved in this discussion. The transfer credit issue is a major issue for enrollment. Under the transfer pathways, UCM was requesting some CC courses that were not offered by the colleges. This is an opportunity to review the transfer admissions selection and transfer criteria.

A member noted that this works both ways as it is assumed that CCs receive information from UCM about what courses are accepted.

**Action:** Invite the interim Provost Camfield to a future meeting to discuss.

- e. New majors – it takes about two years to implement the admission process for new majors. How can we make sure that the admissions office is adequately prepared in anticipation of new academic offerings?

**Action:** UCEP Chair and Transfer Task Force member Anne Zanzucchi will be invited to the December AFAS meeting (Anne can only attend the October 15 meeting).

AVC Orcutt reported that the campus has just approved a two-year residency requirement for all first year students effective Fall 2019. This will impact living learning communities and will affect retention. Next year, it will only be applicable to freshmen.

## VII. Consultation with the Office of Admissions – Chon Ruiz

- A. [Admissions and Recruitment Calendar AY 18-19](#) was provided as an informational item.

- a. Training for evaluation of transfers and how applications are read is done twice a year. We use comprehensive review. Trainings are offered beginning the first week of December and members are welcome to attend the training sessions.
- b. Admissions annual report will be issued in October

- c. In the spring we do the “yield” and start notifying those who applied in August and start notifying those who are admitted in March. There will be opportunities for faculty to talk with parents of students.
- B. Admissions timeline - Office of Admissions runs two cycles. The recruitment cycle is about 18 months and we are just finishing up spring.
- C. [Transfer Agreement Guarantee](#)
  - a. [Office of Admissions Protocol and Process](#)

Faculty set selection criteria for admissions. Within each school and every major, the students have to be eligible for admissions and must have particular course work in preparation for a major. This is required of any students who comes in as a transfer student.

Under the Transfer Agreement Guarantee, under which students must meet campus-specific requirements to qualify for TAG, students can ensure their admission to a specific UC campus<sup>3</sup>.

Since this is an admissions criteria but overrides the selection criteria, Director Ruiz is interested in using it as a marketing tool and whether the faculty would be interested in assessing the standards and latitudes awarded to the criteria. Director would like to know if the faculty would be willing to give him the authority to set the criteria for TAG as long as it exceeds the minimum standards/requirements established by faculty.

Minimum GPA for TAG is 2.8  
Minimum for the system is 2.0

**Action:** Director Ruiz to send a memo to AD Paul describing the rationale for the request. The memo will be reviewed by AFAS before it is sent to the Schools.

Due to time constraints, the following items could not be discussed and will be added to the October agenda.

- Selection Criteria First Year
- Preliminary Enrollment
- Discontinuance of Chemical Sciences, Environment Chemistry Emphasis
  - A. Policies and Procedures for Discontinuing Emphasis
  - B. Consultation with Faculty and Office of Admissions
  - C. Students Catalog Rights
  - D. Next steps

---

<sup>3</sup> From UCOP web: <http://admission.universityofcalifornia.edu/counselors/files/tag-matrix.pdf>