

# Enrollment and Student Services Council

April 2, 2020

## Meeting Minutes

**Attendees:** N. Arnone, C. Baer, V. Beache, D. Bittorf, J. Burnett, M. Cepeda, K. Crawford, Dr. D'Ambrisi, K. Hammond, Dr. Hendrickson, B. Kirkpatrick, M. Kugler, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, C. Ranalli, R. Rohan, Dr. Rothstein, C. Scheetz, D. Schoenenberger, B. Saunders, T. Thorn, Dr. Warner, R. Westmeyer, A. Whaley, S. Willard

**Excused:** J. Mankins III

*Minutes submitted by T. Nedimyer*

### 1. All Things COVID-19

Dr. Ohl-Gigliotti presented the group with a general message that can be used to respond to students who find themselves struggling with remote classes. The message explains the process students should follow as they report the challenges they are experiencing. If the issue the student is experiencing cannot be resolved following the outlined process, the student may apply for an appeal. C. Baer informed the group that as of now there have been no appeals related to COVID-19. Concern was expressed that students filing appeals due to COVID-19 related issues may be difficult to verify.

Dr. Warner stated that many faculty members have asked about the potential of pass/fail grading. Dr. Warner expressed that pass/fail grading has the potential to negatively impact students GPAs, ability to transfer, etc. Therefore Dr. Warner informed the group that pass/fail grading will not be used. K. Hammond also added that her affinity group disliked the idea of pass/fail grading. L. Montgomery inquired about entering grades as incompletes. Dr. Rothstein stated that the rules would be relaxed to allow the faculty member to make decisions on incompletes. Dr. Ohl-Gigliotti informed the group that a student emergency assistance fund will be coming soon.

### 2. Summer Enrollment

Dr. Rothstein informed the group that if COVID-19 is still an issue by the time summer classes start, classes will run similarly to how they are now for the spring semester. M. Martin stated that we are continuing to register students for summer classes to keep new student numbers rolling. M. Martin also noted that students in pending courses for summer need to be removed. Dr. Rothstein stated that technology for proctoring online placement tests is being looked into.

The group also discussed if students should be deregistered for nonpayment as the April 16<sup>th</sup> payment due date approaches. After discussion it was determined that as of now, the April 16<sup>th</sup> payment due date will remain in place, and students will not be deregistered for nonpayment. M. Martin inquired if a resource can be placed on the website to allow students to scan and send documents. C. Baer stated that he will check with IT to see if this is a possibility.

3. **Fall Enrollment**

K. Crawford stated that an email will be sent to high school students providing information on HCC and the impact of COVID-19. Dr. Ohl-Gigliotti stated that the fall deregistration statement will be put on future agendas as a topic of discussion. M. Martin informed the group that we are ready to roll for fall enrollment starting on Monday, April 6<sup>th</sup>.

4. **Open House**

A brief discussion was held regarding alternate dates for the April 4<sup>th</sup> open house. The group discussed the possibility of rescheduling for some time at the end of summer, potentially July or August. This topic will be discussed at future meetings.

5. **2020 Maryland STEM Festival**

As discussed, the 2020 Maryland STEM Festival is still planned for Saturday October 10, 2020 from 10am-2:00pm.

6. **Additional Agenda Items**

N/A

**Future Meetings**

*Next ESSC Full Group Meetings: Apr 30, May 28*

*Next ESSC Recruitment & Retention Meetings: April 16, May 14*

cc: D. Bittorf, Dr. Klauber, J. Childs, V. Ippolito, T. Shank