

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

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

**ACADEMIC YEAR  
08/2015 – 08/2016**

**Membership:**                   **Dr. S. Dahlke, Music- Chairperson**  
    **Dr. J. Urciuoli, Student Affairs- Secretary**  
    **Professor K. Chiu, Mathematics**  
    **Dr. S. Ellerton, Biological Sciences and Geology**  
    **Professor E. Gordon, Academic Literacy**  
    **Professor D. Weber, Nursing**

Dr. J. Tailbird, Steering Committee Designee (Non-voting member)  
 Dr. D. Sarno, Committee on Committees Liaison  
 Ms. J. Guzman, CUNY Office Assistant (Admissions)  
 Dean L. Bruno (Ex-Officio)

**1. Approval**

**The Committee on Admissions met (9) times during Academic Year August, 2015 – August, 2016. 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
8-2015	6	6	0	0	0	0	0	0	0
10-9-15	30	16	5	1	3	0	0	0	5
11-20-15	71	45	11	0	5	1	0	1	8
12-11-15	60	47	9	1	2	1	0	0	0
<b>FALL 2015</b>	<b>167</b>	<b>114</b>	<b>25</b>	<b>1</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>13</b>
1-8-16	126	92	20	9	4	0	1	0	0
3-31-16	60	32	10	7	4	0	0	0	7
5-12-16	69	50	7	3	3	0	0	2	4
6-30-16	69	45	23	0	4	0	0	1	0
8-4-16	73	40	28	3	2	0	0	0	0
<b>SPRING 2016</b>	<b>401</b>	<b>259</b>	<b>88</b>	<b>22</b>	<b>17</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>11</b>
<b>TOTAL</b>	<b>568</b>	<b>373</b>	<b>113</b>	<b>23</b>	<b>27</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>24</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***

The Committee will continue to scrutinize carefully 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 occur during a long interval.

For the Fall of 2016, the College projects 3,354 freshman student admissions.

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.

An alert system was implemented by which both CCS and AC are alerted on appeals forms whether either committee has considered an appealing student before. The form indicates what action either committee took. Representatives from the Office of Internet Technology, in consultation with the Office of the Registrar and AC and CCS chairs solidified a system by which such notations are made on Advisor's Copies of student transcripts. Notations are made in 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 are in question.

It was decided, on advice from Tony Davis, Director of Admissions that all student appeals for readmission, which show WU grades due to mental health issues, should be sent first to the Office of the Registrar, which will forward to the Counseling Center. Counselors will work with these students to verify confidential mental health documents. If documents are verified, the Counseling Center will provide a letter of support to CCS for retroactive Ws. After CCS has considered such appeals, appeals will be returned to Admissions Committee for readmit consideration. Readmit appeals without WUs and citing mental health

issues will be considered by AC, after forwarding to the Counseling Center, as outlined above. All mental health issue documentation will be held at the Counseling Center. Any appeal citing mental health issues that raises concerns of possible violence will be forwarded to Tony Davis, Director of Admissions who will consult with Brian Kerr, Dean of Student Affairs. Jankee Guzman, Admissions Office CUNY Office Assistant, reported at the March, 2016 AC meeting that the system was working well.

Members of the Admissions Committee liaised with the Retention Management Team at RMT meetings in an effort to provide information and improve the communication process between the two committees. In the event that no AC member can attend the bi-weekly meetings, AC chair Steven Dahlke will consult with Dean Laura Bruno, who attends all RMT meetings.

To make stages of the appeal process clear to applicants and the various offices or committees handling an appeal, a new application cover page was designed. The new page indicates which office has considered an appeal, the decision of the office, and whether an applicant has appealed before to either AC or CCS.

Due to renovation and ultimate repurposing of the Admissions Office Conference Room, alternative meeting places for AC meetings were discussed. To date, rooms in KHRCA, the Humanities Building, and The Admissions Building have been used as alternatives.

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

In academic year 2015-2016, 568 applications for re-admission were reviewed, an increase from 2014-2015 of 40.94%. 20% of students seeking re-admission were denied, and 4.07% were referred to the Committee on Course and Standing (CCS) prior to consideration for readmission. The number of students denied readmission has increased by 8.1% while the number of students referred to CCS has decreased by 1.48%.

***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. Challenges arising from a set meeting time include the difficulty of a six-member committee all being available

at the same time, with the majority of the membership having joined the committee before the request. In future, applicants to a committee will consider set meeting times and their own availability before applying.

Drs. Steven Dahlke and Jannette Urciuoli were unanimously elected as chair and secretary, respectively, for the 2016-2017 academic year.

The Admissions Committee thanks Jankee Guzman, CUNY Office Assistant (Admissions), for continued cheerful and extraordinary service to the committee and QCC students; Doreen Fox-Herron, Enrollment Registrar Specialist and Danie Jules, Enrollment Registrar Coordinator, for their assistance with the processing of applications of those students who were nearing graduation; and Dean Laura Bruno, for continued guidance and support. The Chair is honored to serve the college in this capacity, and is personally grateful to all who support the committee's work.

Respectfully submitted,  
Steven Dahlke  
Chairperson, 2015-2016

Cc: Dr. Steven Dahlke, Admissions Committee Chairperson, 2015-2016;  
Dean Laura Bruno; 2015-2016 committee membership