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Undergraduate Admissions Committee Minutes

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6-29-2021

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Michelle Green

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**Jacksonville State University
Committee Minutes**

Undergraduate Admissions Committee

6/29/2021

Present: Andrea Porter, Brooke Robinson, Brent Cunningham, Alesha Orman, Yolandra Ball, Michelle Green, Andrea Beerwinkle, and Mary Reagan

Absent: Keaton Glass, Lynne Hollingsworth, Allen Gilbert, Taylor Ellis, and Mark Sciuchetti

Guests: Lauren Findley (ex-officio member) and Amanda Kughn (Office of Admissions)

Item	Discussion	Decision/Action
Call to Order	Meeting was called to order at 11:00 a.m. by Lauren Findley. The meeting was held via Microsoft Teams.	
Welcome	Lauren Findley welcomed everyone to the meeting. She presented the agenda and additional committee materials. Committee members introduced themselves and their working unit.	
Committee Members	Committee members agree to serve one year, beginning in May of each year. The committee members and chair are selected by the VP of Enrollment Management.	
Committee Review Process	Freshman students are accepted based on their ACT/SAT scores (optional), high school GPA, and/or the committee decision to consider candidates for automatic consideration. Freshmen who are denied admission to the university may appeal their decision based on the appeal process. Transfer students are only eligible for unconditional admission, there are no current programs in place to conditionally admit transfer students.	
The Appeal Process	The appeal packet documents are forward to the committee members. The committee members submit their votes via blind copy email. Committee members will reply within 48 hours. Committee members will not know the votes of other members. In case of a tie, the chair of the committee will break the tie. If a student is denied admission by the university, the student can appeal to the Associate VP for Enrollment Management and the final appeal is to the university president.	
Committee Guidelines	The committee was provided helpful guidelines to generate a decision: (1) High school/College GPA (2) Diploma type (3) Increase in academic performance (4) Letters from the student.	
Adjournment	With no further business to discuss, the meeting adjourned at 11:30a.m.	

Respectfully submitted,
Michelle Green-Chair