



## UNIVERSITY OF SOUTH ALABAMA

### MEMORANDUM

Academic Affairs

DATE: July 31, 2023

TO: Brenda Beverly (AHP)  
Matt Campbell (SOC)  
Jacob Dasinger (FS)  
Tristan Johnson (MCOB)  
Rebecca Macdonald (ENG)  
Laura Moore (A&S)  
Heather Nix (Global USA)  
Jo Ann Ottis (NURS)  
Brad Swiger (AHP)  
Norma Jean Tanner (Admissions)  
April Taylor (A&S)  
Josh Wooden (EDUC)

Ex-Officio Members:

Mathew Cox, Associate Vice President for Enrollment Services  
Ashley Suggs, University Registrar

FROM:  Andrea M. Kent, Ph.D.  
Executive Vice President and Provost

SUBJECT: Admissions and Records Committee 2023-2024

I am pleased to invite you to serve on the University Admissions and Records Committee for the 2023-2024 academic year. Norma Jean Tanner will soon convene the first meeting for the purpose of electing a chair. The committee charge is given below:

***Recommends policy concerning student admission standards, recommendations concerning the structure and content of student records, and assists the Director of Admissions in resolving borderline admission problems on rare occasions.***

The work of the University Standing Committees is vitally important to the University. Please accept my appreciation for your willingness to serve. If, for any reason, you are unable to serve, please let me know.

AMK:dbg