**College Readiness Committee**

**Meeting Minutes**

**Date: September 26, 2013**

**Time: 10:30AM**

**Location: Tec Board Room**

**In Attendance:** (6) Kevia Clemons, Barbara Howell, Tammi McKinnon, Dr. John Spencer, Susan Spicher, Dean Roomsburg

1. **Call to Order**

By Dr. John Spencer

Motion from Dr. John Spencer: to approve minutes from August 26th, 2013.

Vote: 6 in favor. 0 against.

Resolved: Motion carried. 8/26/2013 minutes approved.

1. **Introductions/Attendance**

All attendees introduced.

1. **Old Business**
   * 1. Review of last year’s academic projects
2. **New Business** 
   1. Recommendations from Dr. Jones at this month’s Student Affairs Council Meeting:
      1. Add someone from Health Sciences on this committee.
         * 1. Attendees suggested health science advisor, Lacey Carnahan, be added to the committee.
      2. How can we build relationships with area high schools to strengthen work already in place?
         * 1. Recruiting Efforts
      3. How can we identify “gaps” in transition from high school to college?
         * 1. Key is to focus on where the issue may be occurring;
           2. Involve College Career Readiness to help close these gaps; and
           3. Host seminars.
      4. Should we change the name of this committee? “College Ready Committee”
         * 1. Suggestions of new names included the “College Ready Committee” and “College Prep Committee”.
      5. How can we make a concerted effort to recruit GED students?
         * 1. Communicating with the Adult Ed Director;
           2. Encouraging students with GEDs to go to college;
           3. Offering more scholarships/grants to incoming GED students; and
           4. Developing a transition process or program (or use a program that is already in place).
      6. Have all students in Union County apply to SACC
         * 1. Suggestion made to have all Upward Bound students apply;
           2. Also, in an effort to be the very first college that a student is accepted into, send out acceptance letters to students quickly after they apply.
3. **Review Action Items**
   1. Dr. John Spencer will speak with Lacey Carnahan regarding adding her to this committee.
   2. Tammi McKinnon will be contacting the Adult Education Director.
   3. Motion from Dr. John Spencer to change the name of the committee to the “College Readiness Committee”.

Vote: 6 in favor, 0 against.

Resolved: Motion carried. Committee name changed to the “College Readiness Committee”.

* 1. Re-examine the purpose of the committee (see minutes from 8/16/2013) for more details. Suggestions were made to eliminate #’s 2, 3, and 5 in order to better clarify the purpose of the committee. These are as follows: Develop and manage a plan for developmental education, develop and manage a plan for adult basic education, and act upon issues referred by the academic council.
     1. Functions should spell out what we do and identify us.
        + 1. Develop 5 points via e-mail chain to specify functions of the college readiness committee (by the next committee meeting).
          2. Functions need to be more precise and much clearer than they are currently.

1. **Meeting adjourned at 11:00AM.**

**These minutes are respectfully being submitted for your review by Kevia Clemons. Please send any corrections and/or additions to** [**kclemons@southark.edu**](mailto:kclemons@southark.edu)**. Thank you.**