Pre-College Education Committee Meeting

February 25, 2016

10:45 a.m.

TEC Conference Room

**In attendance:** Dr. John Spencer, Ray Winiecki, Tammi McKinnon, Tim Johnson, Shannon Rogers, Jim Roomsburg, Amy Hix, Amy Sturdivant, Heath Waldrop, Barbara Howell,

Guest: Dean Inman, Dr. Dave Carty

Excused: Dr. James Bullock, Susan Spicer

Absent: William Jacob Smith

1. **Call to Order**

Dr. John Spencer called the Pre-College Education meeting to order at 10:43 AM.

1. **Approval of Minutes**

The April 13, 2015 minutes were reviewed. Dr. Spencer entertained a motion to approve the minutes. Dave Carty moved to accept the minute and Shannon Rogers seconded it.

1. **Old Business**
* The name, function, and purpose of the Pre-College Education committee.
* Proposed changes include to develop a name and plan for recruiting students. Dr. Spencer proposed changing the Pre-College Education committee to Recruitment Committee. Dr. Carty motioned to change the committee to Recruitment committee. Ray Winiecki seconded the motion. All were in favor of changing the Pre-College Education committee to the Recruitment Committee
1. **New Business - Review proposed Recruitment Plan**
* Dr. Winiecki asked if we have looked at increasing programmatic recruiting. Dr. Spencer responded, “Yes” and stated that we will measure by counties and programs.
* Heath voiced that we are expecting an increase in enrollment from the counties. He went on to say that other external factors could affect an increase in enrollment.
* Dr. Carty vowed that the data is a goal set and if external factors affect increase then it should be noted as to why.
* Dr. Spencer asked the committee for other recruitment plan suggestions.
* Dr. Spencer agreed with the committee that we are all recruiters. He went on to ask each member to report on how their department has helped with recruiting, for example, booths at SouthArk Expo.
* Dr. Spencer requested that all committee members review the proposed Recruiting Plan before March 11 and decide what metric each department can use to determine recruitment and success. He also stated that each member is responsible for reviewing and editing the Recruitment Plan for grammar and other errors.

**Action Item**

Each member will edit their department sections of the Recruit Plan for grammar and formatting. Edits are due by March 4. All changes will go to Dr. Bullock for final editing.

1. **Adjournment**

Dr. Spencer asked that we adjourn. Tammi made a motion that we adjourn. Heath seconded the motion. Dr. Spencer adjourned the meeting at 11:15 AM.

*Respectfully submitted: Barbara Howell*