

**MARIETTA COLLEGE
PLANNING COMMITTEE
Minutes**

The sixth meeting of the Planning Committee for the 2004-05 academic year convened at 3:00 p.m. on December 3, 2004 in the President's Conference Room, Dr. Jean A. Scott in the chair.

Present: Jean A. Scott, Chair, , Gary G. Craig , Sue DeWine, David C. Freeman, Constance Golden, Debora A. Lazarik, Kathryn N. McDaniel, Sidney Potash, Steven R. Spilatro, Gloria Stewart, Suzanne H. Walker, Melissa Yusko; Fraser G. MacHaffie, Secretary

1. Administrative Unit Reviews, 2005-06

A draft memo was approved, after amendment, to be sent to administrative units due for program review in 2005-06, namely Campus Police and College Services, College Relations, Human Resources, Recreation, and Student Activities.

It was agreed that an abbreviated report would be appropriate for Continuing Education and Graduate Programs.

2. Academic Unit Review

It was agreed that the material prepared recently by the Department of Education for the NCATE accreditation rendered a separate program review report redundant. Once the program evaluation had been received from NCATE, it and the Institutional Report would be examined to see what material could be usefully extracted for presentation to the committee.

3. Administrative Unit Review

(a) International Student Programs.

Drs. Sidney Potash and Suzanne Walker were identified as the team to meet with Dr. Janie Rees-Miller and Mr. Jamie Kendrioski to discuss the committee's questions.

The report was considered and several questions prepared for discussion with the unit head. Generally, the committee was very positive in its consideration of the comprehensive report.

(b) McDonough Center

The draft response to the report prepared by Drs. McDaniel and Vickers was discussed. It was agreed to ask for some updated benchmark and retention data by September 2005, and also consider the recently-completed administrator evaluation with the view of possibly including relevant comments in the final response communication.

(c) Career Center

The report from the Career Center was distributed.

4. Next meeting

The next meeting was set for Friday December 10 at 3:30 p.m.

Agenda:

1. Consideration of the Career Center Program Review Report
2. Consideration of inclusion of material from the Administrator Evaluations into the committee's response communication for McDonough Center and the Career Center
3. Completion of response communication for Student Billing.

5. Michael J. Conte

In closing the meeting, Dr. Scott commented on the absence of Michael Conte and the loss caused by his death of a most effective formal and informal link between the Student Body and the College's Administration.

F.G.M.