
INTEROFFICE MEMORANDUM

TO: PLANNING COMMITTEE MEMBERS
FROM: PENNY ROSE
SUBJECT: MEETING SUMMARY 9/12/03

The meeting was called to order at 3:05 p.m. by Dr. Jean Scott. Twelve members: Bauer, Conte, DeWine, Foit, Freeman, Golden, Koester, Lazorik, O'Donnell, Radford, Scott and Steinhagen were in attendance. Dr. Scott began with introductions. Ground rules were discussed as follows:

- The committee will meet on Friday afternoons from 3:00 p.m. – to approximately 5:00 p.m.
- Summaries of the meetings, excluding such confidential information as the specifics of ongoing program review and “wild ideas” expressed by members in a brainstorming mode.
- All committee members need to look at all items brought up during these meetings from a college-wide standpoint.

The agenda for the year was discussed as follows:

- Program Review. Lists of academic programs/administrative units up for review and copies of the questions they are being asked were distributed. Academic Units include Graphic Design, Petroleum Engineering/Geology, Music and Physics. Administrative Units are Records, Annual Fund, Financial Aid, Physical Plant, Library, and the Comprehensive Campaign. Academic programs selected for this first round of review were either enhanced/reduced in the strategic plan. The academic programs/administrative units will be reviewed on a rotating basis every year.
- Extension of the Strategic Plan. The trustees are eager to have an extended plan to set priorities for the start of a new campaign. The current strategic plan, a growth plan to achieve a full-time undergraduate enrollment of 1250 by 2005-06 is mostly fulfilled. We are well on our way, and there is reason to believe we will achieve this number. The Committee will assess the possibility of growing undergraduate enrollment beyond 1250 without placing severe strain on the College's infrastructure, and balance growth with the need to shape the class. Modest growth in graduate programs would have less effect on infrastructure, especially residence halls. The Committee needs

to look at the plan and decide how to extend it. Copies of the strategic plan were distributed to those who did not have them.

- Athletics Review. The Student Life and Athletics Committee will be asked this year to conduct a thorough review of all aspects of the athletics program including numbers of teams, expectations of winning and losing, the impact of athletics on academics, and the College's ability to support athletics within its budget structure. The review will begin with an understanding that the athletics program is very important to the college as 35% of students participate in athletics.
- Computer Science. The Committee will be asked to make a recommendation about the future direction of the Computer Science Major and a proposed MIS major in EMA consistent with the realities of the College's ability to hire and retain faculty and provide excellent educational programs in technology to our students. Representatives from computer science and EMA will attend the next meeting of the planning committee and students will be invited to provide feedback regarding the program.
- The College is moving ahead with the Master's in Corporate Media in the wake of the resignation of the Chair of Mass Media., but the program will not be a full-time one until next semester or next fall. Currently advertising for a Ph.D. to fill this position. Other positions also soliciting are: education, sports medicine director, and math professor.

The meeting was adjourned at 4:10 p.m. The next meeting is scheduled for Friday, September 18, 2003 at 3:00 p.m. in the President's conference room.

Respectfully submitted,

Penny Rose