
INTEROFFICE MEMORANDUM

TO: PLANNING COMMITTEE MEMBERS
FROM: PENNY ROSE
SUBJECT: MEETING SUMMARY, 3/19/04
DATE: APRIL 5, 2004

The meeting was called to order by Dr. Jean Scott at 3:05 p.m. Fourteen members: Bryant, Catalano, DeWine, Foit, Freeman, Golden, Koester, Lazorik, O'Donnell, Radford, Scott, Steinhagen, Stewart and Vickers were in attendance.

Group meetings with students, faculty and staff have been set-up for April 5, 6 and 7 in the trustee conference room for the purpose of discussing the extension of the Strategic Plan to be presented to the Board of Trustees in May. Suggested times were discussed and Scott will advise details as available.

Scott and Koester reported that this week had been a very exciting one in regards to gift giving. Significant gifts had come in that the college was not anticipating.

The group continued with academic program reviews. O'Donnell and Radford reported on the music department. A list was provided by the music department chair that listed items in order of immediacy. The Provost will write a letter to the music department thanking them for their report and giving a specific time frame for items that can be funded immediately as well as those that will be placed on a college-wide list. It was noted that the music department is thriving despite the reduction in the major. Scott thanked O'Donnell and Radford for their efforts.

Stewart and Bauer prepared the graphic arts report. Stewart reported that the department was requesting a faculty position as well as additional computers. The art department has 40 graphic design majors and 19 studio art majors. These numbers could increase as the freshmen do not declare until fall. The graphic design major was created with only one faculty member. Need to add one more to enhance the program. Computer room availability was in question. DeWine will follow-up with the art department thanking them for their efforts and indicating that computer lab space will be taken under advisement. Additional faculty will be subject to enrollment. Thanks also to Stewart and Bauer for their effort.

The petroleum/geology review was presented by Golden and Catalano. It was noted that the summer internships were at 80% placement. The combining of both programs seems to be a success. Geology continues to pick-up more majors. Petroleum is at its highest with the number of majors in 17 years – 85 petroleum majors, 17 geology majors, and 7 binary. Their placement continues at 100%. Petroleum wishes to add one faculty position with the addition of an energy engineering minor, which may be possible if the College receives a grant for which it is negotiating and combines the income from that grant with partial positions in petroleum/geology. It was reported that this department does a very nice job of recruiting with the assistance of the Admissions and Career Center staff. Their placement data and enrollment growth are evidence. How do we increase the international student enrollment in the petroleum program? The numbers seem to be

going the opposite way. There are no Middle Eastern students in the freshman pipeline. Focus on China?

The Provost will write a thank you letter to the petroleum/geology department and inform them that the group will take their report under advisement. Golden and Catalano were thanked for their efforts.

The next program to be reviewed was the physics department. This review was presented by Steinhagen and Freeman. The enrollment trend with the revitalization of the department is headed in the right direction. Internships could become a challenge to the department if the numbers continue to increase. The Physics Colloquium series has brought strong interest in the students and the department from alumni speakers. Career-focused minors within the Physics department were a question, but it was noted that career-focused minors are not a high priority for the college.

Physics has enhanced their binary program. The Applied Physics Major is intended to prepare students for engineering school phase of the 3-2 Engineering Binary Program. Unique to Marietta College are the teaching assistantships in Physics. An optional teaching assistant preparation course to help prepare students with the transition to graduate school has been established. It was suggested that other departments may consider such an offering. Recruitment is coordinated with the Admissions office. Letters and posters are mailed to high school physic teachers, and prospective students based on the math portion of the SAT or ACT. In conclusion, the Provost will follow-up with a thank you to the department and thanks to Steinhagen and Freeman for their efforts.

Scott's goal is to rewrite the extension of the strategic plan for presentation to the committee. Scott will extract some of the information from the IT plan into the extension of the strategic plan. Bryant reviewed possible building renovations on campus, the fields' project, and the space planning presentation made by the architects. Immediate needs on campus are the resource room in the basement of the library and accessibility to buildings on campus.

Scott will prepare a draft of the extension of the strategic plan for committee review. The next meeting is scheduled for Friday, March 26, 2004 at 3:00 p.m.

Respectfully submitted,

Penny Rose