**Ad Hoc Faculty Admissions Committee**

**October 8, 2014 Meeting Notes**

**Taken by Tom Guthrie**

Attendees: Tom Guthrie, Heather Hayton, Kami Rowan, Steve Shapiro, Andy Strickler, Wenling Wang

1. We approved the October 1 meeting minutes with minor corrections.

2. Campus tours: Steve reported that he interrupted a campus tour and that introducing himself was easy (though stating the three things he liked about Guilford felt more awkward). Andy met with tour guides and told them to be ready for one or more faculty interruptions during a tour.

3. We discussed the eight recommendations from the Credo consultants involving faculty.

*Recommendation #27: Clarify, document, and track the annual engagement “responsibilities” for departments*

Admissions will take the lead on this. Their goal will be to measure faculty interventions through class visits, campus tours, and department recruitment plans in order to ensure that faculty time is being used effectively to recruit students.

*Recommendation #28: (Re)Establish the “mandatory” annual meeting (education series) for the admission staff to meet with the academic departments to discuss requirements, highlights, and revisions for all majors*

This process is already underway. Admissions is collecting information from departments. It would be helpful for department members to share success stories. Three stories per department would be ideal.

*Recommendation #29: Provide talking points to assist faculty when meeting with prospective students*

Admissions wants to avoid scripting. More important is that faculty know some helpful questions to ask prospective students. For example, where are you coming from? With students from North Carolina our main goal is to differentiate Guilford from state schools. With out-of-state students our goal is to differentiate Guilford from other small liberal arts colleges.

*Recommendation #30: Utilize all faculty and co-­‐educators more intentionally during Open House and Accepted Student Days (Spring Into Guilford) through experiential means*

Something we can discuss as a committee and during the upcoming division meetings: what are the best ways for faculty to engage with prospective students during these events?

*Recommendation #31: Clarify roles and scope of the newly formed Ad Hoc Faculty Admission Committee*

Something for our committee to continue discussing.

*Recommendation #32: Engage faculty in the conditional admission protocol review and rubric development*

For future discussion. The rubric could be used to determine which students will be enrolled in the Student Success Program and which will not.

*Recommendation #44: Develop a more comprehensive list of pre-­‐approved classes (by semester) for prospective students to visit*

Admissions will select potential courses and contact individual faculty members. In the upcoming division meeting we should let faculty to know about this process. Admissions will always let faculty know before a student arrives, and ideally provide a way for the student to communicate with the instructor beforehand or afterward. Steve will work with Andy to ensure admissions has access to syllabi.

*Recommendation #52: Recruit and lead monthly faculty/staff tours*

Before inviting faculty to go on tours, it was suggested that we create opportunities for faculty and admissions staff to get to know each other socially. It was also suggested that admissions convene a focus group of faculty and staff who have recently sent children to college, to collect positive and negative stories about other schools’ admission processes.

4. We discussed what we will talk about during the division meetings on October 22.

A. Introduce ourselves, the committee, our process, the fact that Clerk’s Committee created the committee. We will post our meeting notes on moonrm.com.

B. Solicit feedback from faculty about the relationship between faculty and admissions.

C. Discuss the Credo recommendations (not necessarily point-by-point). Take home point: we are seeking ways for faculty and admissions to work together in ways that use faculty time effectively.

D. Let people know that the Credo consultants will return the week after the division meeting to review CCE admissions. They will also be reviewing student financial aid.

5. Next meeting (October 29): debrief division meetings and go over the admissions process.