Minutes of the Policy Committee  
College of Education and Allied Professions  
2.21.03, 8:30 a.m., Killian 218

Present:  Michael Dougherty, Greta Freeman, Dale Carpenter, Ruth McCreary, Mickey Randolph (for Jim Goodwin), Beth Tyson, Nancy Mims, Rachel Wike (for Michael Garrett), Carol Burton, David Claxton

Guests:   Wayne Robinson, Director of Service Learning  
Tom Canepa, Associate Vice Chancellor for Enrollment Management  
Tom Franke, Chief Information Officer

1) Dr. Robinson introduced himself and talked about service learning and his view of how his work with service learning might proceed on our campus. He passed out a handout.

2) Dr. Canepa spoke of the mission of enhancing relationships among academic areas, Advising Center, and Student Support Services. He spoke about some proposed changes and asked for advice about them. The first was an effort to streamline the Declaration of Major process. He was asked if it would be possible to include the DFA on the form so an additional form currently used would not be required. Discussion seemed to indicate that would not be a problem. Dr. Canepa said that assigning someone from the Advising Center to each college as a liaison was being considered. Those present supported the idea.

Dr. Canepa said he would ask department heads to respond to two questions by email and would follow up with the request. The questions were:

Who manages the Declaration of Major Process in your department? How is the process managed?

Canepa said that expanding the early registration process to freshmen is being considered and asking if they are ready to declare a major. Students do not get a Registration Access Number without faculty signatures from the Advising Center. He also mentioned that faculty members will have more access to WIN in the future.

3) Dr. Franke discussed accomplished and proposed changes to the IT Division structure using handouts. He also asked for advice about IT support. Those in attendance clearly stated their preference for a person assigned to this college to provide technology support.

The committee was adjourned so that some members could attend the Regional Summit in the Ramsey Activity Center.