

**IPI Admissions and Advising Committee (AAC)  
Meeting Minutes  
February 4, 2015**

**Members Present:** Karen Sherwood, Nancy Bakalar, Bonnie Eisenberg, Chris Hill-Melton

**Members Absent:** Pat Hedegard

**Discussion with Chairs, Welcoming Committee subcommittee (WCsc)** Joan Lovejoy and Audrey Feiner were invited to join the meeting for the first 20 minutes to discuss the functioning of the WCsc. The WCsc will be a task of the Fellows Group. Joan and Audrey agreed to serve as co-chairs of the WC and to co-ordinate its activities through the rest of this academic year and to assist in the transition next academic year if new co-chairs are appointed. The committee members, Joan and Audrey agreed that before the first IPI weekend in fall 2015, the committee would determine if Joan and Audrey would stay on as co-chairs of the WCsc or if new fellows would be appointed should Joan and/or Audrey no longer be fellows, etc. The committee, Joan and Audrey also agreed that Joan and Audrey would notify the AAC of any new attendees the WCsc contacted before or after an IPI weekend. We also discussed the possibility of one or both of the WCsc co-chairs attending the IPI weekend Friday morning all faculty meeting to inform the weekend faculty about new attendees. Joan and Audrey left the meeting at 7:40 pm EST.

**The AAC minutes of 1-14-15 were approved.**

**Discussion of issues related to the WCsc**

- **Functioning and Reporting of WCsc activities to AAC and wider faculty** Bonnie raised the issue of whether both WCsc co-chairs would need to attend the Friday am faculty meeting. The committee then discussed the nature of the contact between the outreach to attendees by a Fellow. Bonnie clarified that fellows contact attendees to simply welcome them and make themselves available should a new person have questions or issues. Based on that discussion, the AAC then decided that information from such contacts could be reported to Karen as chair of the ACC, and she would report about new attendees in the Friday am faculty meetings. In part this decision was made because of the onerous size of the Friday am all-faculty meeting.
- **Appointment of WCsc co-chairs:** The committee also decided that should new co-chairs of the WCsc need to be appointed, that the AAC would choose whom to invite among the fellows; i.e., that it would not be decided by the current co-chairs of the WCsc, nor from the fellows group itself.

**Student Representative on the AAC:** The committee discussed appointment of a student to the AAC. The committee unanimously agreed to invite Audrey to be the student rep, since she is already in liaison with the AAC as co-chair of the WCsc, and also because Joan is the student rep

on the Supervision Committee. Karen will email Audrey to invite her to be the student rep with a cc to Joan, explaining the issues as outlined here.

**Length of Appointment to AAC and Recommendations for all IPI Committees:** The committee discussed length of term to serve on the committee. Karen believes The Director had indicated students would serve one year. Karen will check with The Director about that. The committee also discussed the length any faculty member should serve. Nancy suggested that rotation off all committees would be staggered so that there would always be members on the committee with corporate knowledge of its history, decisions and functioning. Nancy recommended that the chair serve 3 years, regular members serve 2 years (except in the first rotation off to begin the staggering) and that students serve one year. Karen will recommend this to the Director and get her feedback.

**Admissions and Advising Issues:** the committee reviewed the minutes from the December meeting which summarized early discussions regarding the tasks for this committee and how it will function. There were many open issues. Nancy volunteered to review minutes and the charge to our committee from the Director, and to draft a position paper of the issues as the committee understands them and recommendations to address those issues in order to serve the wider IPI community around Admissions and Advising. The committee supported Nancy in developing this first draft which could then be discussed and revised as needed during our next meeting. Nancy will forward the draft well in advance of the next meeting.

The next meeting was set for March 4 at 7:30 pm EDT.

The meeting adjourned at 8:30 pm EDT.

Respectfully submitted,

Nancy Bakalar