

**IPI Admissions and Advising Committee**  
**Meeting Minutes**  
**12/10/14**

**Members Present:** Bonnie Eisenberg, Pat Hedegard, Chris Hill-Melton, Karen Sherwood

Meeting was called to order by Chair, Karen Sherwood, at 7:32pm.

**Minutes:** Minutes from the November 5, 2014 meeting were reviewed and accepted as written.

**Committee considered the request by Dr. Janine Wanlass, Director, to contact 3 new attendees at the last weekend.**

The committee reached a consensus that:

1. This is a need that IPI does have.
2. This is not a function of the Admissions and Advising Committee, but fits better with functions of a Welcoming or Marketing committee. The A & A Committee is not an outreach committee to weekend only students, but the A & A committee can be responsive to students who contact members of this committee for help sorting out program options.

**How would the A & A committee be available to students and address their needs?**

1. The A & A committee members could make themselves available in a planned way. The discussion touched on what would be the point of contact: a) via a program chair, b) through an initial contact with A & A Chair, Karen Sherwood, c) and/or with other committee members.
2. Someone on the committee would interview potential students and discuss with them, and possibly with the rest of the committee, the best fit.
3. A recommendation would be made to the student, sometimes in consultation with the relevant Program chair.

**Defining the task of the A & A Committee:**

Is the task of the committee to be an arbiter of inter-program conflicts?

Is the task of the committee to provide advising by the committee to every prospective student or to every student upon completion of a program?

Concern was expressed by committee members about the amount of time required if the task were to provide advising to every student.

**Possible functions of the A & A Committee:**

**A. Special Considerations:**

1. To consider requests from prospective students who want a special accommodation for entry requirements to programs, for example, wanting to be allowed to skip the Core Program. This request would be considered in consultation with the particular Program chair. A Program chair might initiate contact with the A & A committee when the Program chair has concerns or questions about a particular student's qualifications. If the student is already enrolled in the program, the question would go to the Dean of Students or the Director.
2. On occasion a Program chair might feel a conflict of interest in advising a student, for instance if the student is a close friend, and the Program chair might seek consultation from the A & A committee.

**B. Advising all students when they finish their respective programs:**

1. Some members of the committee see value in doing this; however, as previously stated, committee members are concerned that the amount of time this would require of them would be prohibitive.
2. The committee would recommend to students that they attend the lunchtime marketing programs.

**C. Committee members would offer to meet with students on a need basis only. How would this need be assessed?**

1. One of the A & A Committee's tasks would be to help students assess how deep they want their learning to go: what they want to learn, how much time and money they want to invest, what kind of outcome they want.

**Additional discussion:** How do students come to the A & A committee?

How does the committee assess students' needs and present the options?

**Thoughts:** The committee helps students clarify their needs and desires.

Sometimes the committee would take a more active, advising role, and sometimes more of a listening role.

Potential students could initiate contact with the A & A Committee through self-selection, possibly by filling out a form, supplied on the table outside the conference meeting room.

Next Meeting: Wednesday, January 14, 2015, 7:30 – 8:30pm.

Submitted by,  
Bonnie Eisenberg