

**IPI ADMISSIONS AND ADVISING COMMITTEE**  
**Meeting Minutes**  
**November 5, 2014**

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

Meeting was called to order by Chair, Karen Sherwood at 7:33p.

**Minutes:** Minutes from last month's meeting were reviewed. It was suggested that we change the statement about setting guidelines for admissions to each program to "coordinate with program chairs on guidelines". We clarified that we will propose what our task will be to the SC. Nancy moved to accept the minutes with these corrections. Bonnie seconded the motion. Minutes were accepted.

**Review of Description of Committee:** Initial reading of description, as proposed by IPI Director, found no concerns about the wording or the intent of description.

**Priorities:**

Initial focus on how we see this committee functioning and the purpose for making any change in the existing system. Is the formation of this committee about a history of not meeting students' needs? Or is this a request for change based on concerns that faculty might have about competition among programs? Consensus was that the formation of this committee was more about competition. There haven't been many students who aren't clear about where they fit.

**Our process:** Develop process in which potential students, who have inquired about IPI programs, would be referred to our committee for student needs assessment and guidance.

- Need to develop system for how we handle students who contact us for guidance.
- Do a brief assessment of students' educational level; what do they want/need?
- If students contact program chairs, they would be referred to this committee.
- Make suggestion to Program Chairs to review their admissions process and revise as needed. From perspective of someone looking for the first time at the web site, it would be helpful to have a designated Admissions Chair to contact.
- Need to develop a process for: Who contacts student; Assessment flow sheet to outline what information might be gathered; How options are presented.

Communication with faculty and students:

- Faculty meetings - announcement and explanation
- Flyers in student folders
- Announcement at beginning of each conference

**IPI Admissions and Advising Committee Minutes 11/05/2014 (cont.)**

## Clarifying Mission:

- Do we want to assess each student who enters any IPI program? This may be too much like “policing” choices. Not appealing to this committee.
- This process would be preferably more about guiding students who have questions about where they fit, or assisting when Program Chairs have questions about qualifications of a particular student.
- Would faculty advisor be a better way to guide students who have questions? But what if this advisor is a chair of a program? Concern about being objective when presenting or reviewing options.
- Would students self refer to our committee?

## Defining our task:

- This process has historically been an informal one. Our purpose is to make this a more formal process.
- Preference is to make this a more limited process than what was originally outlined in the description of our mission – not to assess each student, but only those for whom questions have been identified, either by the student or a Program Chair.
- Position paper – To make clear what we are willing to do, identifying expectations of this committee and faculty, and expressing our concerns about request to assess each student.
- Recruitment of students for particular programs would be accepted practice. But if there is a questions about a student who may be ready for any one of several programs, this student would be referred to this committee for assistance.

Next meeting: Wednesday, December 3, 2014 - 7:30p to 8:30p.

Submitted by:  
Chris Hill-Melton