

TO: Debra Sells, Vice President for Student Affairs & Vice Provost for Enrollment and Academic Services

CC: William Canak, Faculty Senate President
Andrew George, Student Government Association President

FROM: Dwight E. Brooks, Director, School of Journalism

SUBJECT: Admissions and Standards Committee: End-of-Year Report

DATE: 11/24/2014

The committee held its organizational meeting on Thursday October 31, 2013. At this meeting, Dr. Sells issued the committee's charge and distributed committee protocol. Dwight Brooks was elected chair and Kathleen Therrien secretary of the committee for the 2013-14 academic year.

The next meeting was Thursday December 5th. The committee discussed and approved a proposal from the Department of Computer and Information Systems to require minors to take 9 credit hours taken within the CIS Department.

The committee also discussed a proposal to have a Vice-Chair. A motion was discussed to revise the protocol to include and define the position of Vice-Chair, who would ascend into the position of Chair the next year, fill in for the Chair in case of his/her absence, and elect a new Chair in the case that the Vice-Chair cannot move into that position.

The committee also agreed to meet the first Thursday every month instead of the last Thursday.

The next meeting was held on Thursday February 6th: The committee discussed and approved a proposal from the Department of Psychology to change admission requirements to the major.

Because no proposals were submitted to the committee, there was no March meeting.

The committee did not meet in April, but conducted an email vote on the motion to revise our protocols to elect a Vice-Chair at the September organizational meeting. The motion was approved unanimously. Dwight Brooks will continue to serve as chair during the 2014-15 academic year.

In conclusion, I noticed on the committee's website that the revised protocols, along with the minutes from the December and February meetings have not been posted. I will work with our secretary and Betty Smithson to see that these items are posted.

2013-14 Membership Roster:

- | | |
|-----------------------|------------|
| 1. Dwight Brooks | Chair |
| 2. Angela Barlow | |
| 3. Jim Calder | |
| 4. Virginia Dansby | |
| 5. Teresa Davis | |
| 6. Joshua Harms | |
| 7. Jeong Hwa Lee | |
| 8. John Lipinski | |
| 9. Brian Robertson | |
| 10. Kathleen Therrien | Secretary |
| 11. Virginia Vesper | |
| 12. Rachel Wilson | |
| 13. Michael Allen | Ex-officio |
| 14. Sheila Otto | Ex-officio |
| 15. Laurie Witherow | Ex-officio |
| 16. Joshua Young | student |
| 17. Gabriel Gassaway | student |

Attending (non-members)

Mitzi Brandon
Ann Reaves
Theresa Thomas