1. **Review of minutes from 9/29/10 meeting**
   No comments or changes on the meeting notes, minutes approved as distributed.

2. **Admissions Snapshot – Fall 2010**
   Marc handed out the admissions snapshot report as of September 2010. Marc reviewed some of the statistics with the committee and advised them that we met our targets for Summer/Fall. Debora provided similar information for Graduate Student Admissions. A discussion ensued regarding online programs and long distance students. How are they being recorded in the system? How are we keeping track of them?
Action: Debora will head up a task group to look into the possibility of coding true distance learning students in Banner.

3. **Review Charge from Provost**
A discussion was held on the charge from Provost Toll that we heard at the previous meeting. Work will continue on all of our action plans from last year with a special emphasis on retention. A target freshman to sophomore retention rate of 80% was mentioned. Marc would also like us to look at the sophomore to junior retention rates. In addition to retention, the ERMC will report on the five year strategic action plan in particular progress in degree production (due in Feb and April), and conduct an annual review of the Academic Support Services Study for Student Athletes (due in Feb).

4. **Retention Action Plan**
Marc handed out a copy of the retention action plan that CarolAnn and her task force group prepared for our PBC report last spring. After a short discussion, it was recommended that the group formed last year to work on retention reports be re-tasked this year to work on the action plan. Any additional suggestions regarding ways to improve retention should be sent to CarolAnn.

Action: CarolAnn Popovich will chair a task group to investigate Methods to Improve Retention. All members wishing to serve on the task group are to contact CarolAnn.

5. **New Business**
Marc advised that we will need to review the Procedural Guidelines for the ERMC and update them. Marc will work on this and bring it to the next meeting.

6. **Meeting times**
At our last meeting, we decided to stay with the first Wednesday of every month from 3:00pm to 4:30pm. Since then Marc has heard from several committee members that this is not a good day/time for them. He will look at everyone’s outlook calendar and see if he can come up with a good day and time that will work for everyone.

Meeting adjourned at 3:46pm. **Next Meeting will be on November 3, 2010 in AB5-210 from 3:00pm to 4:30pm.**