1. REVIEW OF MINUTES FROM 1/17/12 MEETING
   No comments or changes, therefore, minutes approved as distributed.

2. REPORTS:
   
a) Retention Survey: Andy stated that the survey is up and running. Susan has received 30 responses out of 504 (fall to spring). Andy is going to run a report on the information gathered and present at the workshop.

   b) Reports to be presented at workshop:
      1. Freshman/Sophomore Retention report. Will run the report this month and Donna and Chris will analyze the data.
II. CAA – Stacy will prepare a report on the usage of services and academic standing.

III. SSS – Michelle is going to prepare report on the usage of services and how it affects retention.

IV. Step Ahead Program – Marc will gather the report from Allison.

V. NSSE data – Bob will get report from George.

VI. Civic Engagement – Marc will contact Jessica Rhea for some data.

VII. Advisor/Advisee – Marisa and Debra will work on a report based on each college both UG and graduate.

VIII. Students in Majors, tracking report. Bob will run an expanded version of the report he presented.

IX. BOTIS: report is on the web.

Each person is to provide a summary of their reports that we will send to George Kuh and to hand out at the workshop. Michelle will be the main point of contact for sending the reports to George Kuh. This should be done by the 1st of March. The full reports/data will be posted on the ANGEL website.

2. FTIC STUDENT PROFILES:
Bob handed out two reports that he prepared. One was the FTIC student profile from 2001 to 2011 showing average high school GPA, SAT and ACT test scores. Also included was the retention rate for each year. The second report was retention of new FTIC’s entering Fall 2009 and tracking their majors after two years. Bob stated that he could run the report for any major. Good way to identify FTIC at risk students by their chosen major.

3. STUDENT ENGAGEMENT WORKSHOP
Michele and Donna advised that they had a conference call with George Kuh and have come up with a working task list. Michelle and Donna gave an overview of the structure of the workshop. Michelle will send out the draft agenda to all the committee members. Donna needs an “important stakeholder” list from everyone so that she can make sure she sends them the invite email. Invite email to select stakeholders will be sent by 2/17/12 with the agenda. Followed by an all campus invite.

Discussion ensued regarding having a live feed for those people who are unable to attend. Marc is going to speak with IT and see what we can do.

Name of workshop will be changed to “All campus student engagement workshop: Developing effective educational practices.” We have set a deadline to register for the workshop of 3/12/12. Michele will keep track of the online registration.

Panel members will be:

#1 – Dr. Ron Toll
#2 – Donna Henry

#3 – Jim Wohlpart or possibly Susan Hibbard

#4 – Chris Wright-Isak

#5 – Dr. Mike Rollo

#6 – Deb Hess

Michelle will send out the invite to the panel members and will set up a conference call so that they can review details of the workshop beforehand.

Marc advised that there will be 30 moderators and note takers (one at each table). Marc will send out the invitations and will conduct 2 training sessions for each.

Workshop will be held in the Sugden ballroom and two classrooms. Breakfast, lunch and an afternoon snack will be served (set up in the hallway).

4. **NEW BUSINESS**

   Regarding ERMC project given by Provost Toll. Marc met with Jim Wohlpart to brainstorm a list of questions and identify the majors to investigate. Once the “survey” is completed Marc will send to committee and Dr. Toll for comment. The anticipated outcome is to have a better view of enrollment management at the program level.

Meeting adjourned at 10:30am. Next regular scheduled meeting will February 21, 2012 in AB5-210 from 9:00am to 10:30am