Meeting Notes

Present: Chris Cheatham, Sarah Drabik, Donna St. John, Chris Voss, Julie Nemire, Hardy Figueroa, Roxanne Buhl, Christina Stamper, Juan Tavares, Jill Hamilton, Ed Martini, Scot Conant, Jeanine Bartholomew, Jen Hsu, Tony Dennis, Christopher Hunt, and Christopher Tremblay, Chair

Meeting called to order at 3:03 p.m. by Christopher Tremblay, Chair

Roundtable Updates

University Relations
Launched March and April media campaign (see handout for details)

International Admissions
Working on improving application processing time; four international visits coming up
ACTION ITEM: Juan, send Laura link to international visits site (done)
https://www.wmich.edu/internationaladmissions/recruiters

Health and Human Services
Newly admitted students receiving emails and phone calls from current students to make connections; Three Rivers school visit; KAMSC conference being held at HHS; EUP meeting to discuss interdisciplinary health services at Grand Rapids and Muskegon sites; GVSU Grad Program event, will have a table there

Graduate College
Spring recruitment season, visit to San Juan, need to do more there; Albion College career fair visit; Lawrence University visit; working closely with departments to find out who’s admitted, funding is the issue right now

Fine Arts
Wrapped up recruitment season 13-14; Dominican Republic visit went well, may send faculty there in May, considering offer Masters classes there; question about Yield Intersection Report – can only one scholarship show up on the scholarship line?
ACTION ITEM: Christopher T. to follow-up with Mark Delorey and IR about scholarship codes

EUP
Lots of information sessions going on right now at the various sites, some for particular programs, other are general sessions, good RSVP numbers so far

Engineering and Applied Sciences
Mathcounts was March 8, had 150 students in attendance, sent names from MSPE; Computer Science and Chemical Engineering had successful open houses; scholarship offerings increased this year, both number of offers and dollar amounts; Science Olympiad coming up, expecting over 450 students to compete; getting down to five finalists in new CEAS dean selection

Enrollment Management
Updates on Yield Reports, Summer Camp website, Out of State Student website, FTIACs funnel, College of DuPage visit, and proposed Academic Calendar changes (see handouts for details)
**Education**
Working on yield activities, department chairs making phone calls to prospective students; finalizing scholarships; working with department chairs to look at graduate programs, which ones have room for growth

**Business**
Currently interviewing for recruitment position; working on awarding scholarships, getting acceptances back; had faculty and students attend DECA conference in Detroit, many DECA students interested in non-business majors; question about University Relations signs: can QR codes be added to them that would link up to WMU, possible landing page that would encourage sign-up

**Arts and Sciences**
In yield mode at this time (Medallion, MLS, ASE), taking a systematic approach to this, asking each department to come up with a plan to track these students

**Alumni Relations**
125 Legacy scholarships offered, 30 accepted so far; final round of postcards going out to students next week; suggestion on increasing recruitment efforts in Puerto Rico
**ACTION ITEM:** C. Tremblay to follow-up and discuss with Penny, Hardy, Juan, and Tony

**Admissions**
Final Admitted Student Event was March 12, had 558 in attendance, down 10 from last year (bad weather day); Junior Spotlight events March 22 and April 5, will most likely be changing the name of these events to Junior Open House; working on new viewbooks with University Relations

**Admissions - Scholarships**
Competitive scholarship offers are out there, waiting for acceptances; 45 out of 60 MLS scholarships have been accepted
**ACTION ITEM:** Chris Voss to update briefcase with who has accepted scholarships

**Admissions - Transfer**
Getting ready to award transfer scholarships, up in qualified in-state students, notifications will be sent out in April; updating transfer reports for colleges; date is set for the Community College Collaboration Conference – April 25, 8:30am-2:30pm, colleges will present around 9:30am, invited Illinois community colleges this year

**Best Practices**
Suggestions for next meeting: Out of State Tuition, 2+2 Programs
**ACTION ITEM:** C. Tremblay to review

Today’s Presentation:
EMAS (David Longjohn and Donna St. John)
Powerpoint Presentation (handout)
-Will need a communication plan from each office before access will be granted
-College should be documenting communication with students already
-Request to expand mobile counselor to collect inquiries on i-pads
**ACTION ITEM:** College reps, please reach out to find second, specific person within your college to give EMAS access to
-Can grad students/student employees get access?

**Next Meeting:** April 15 from 3 – 4:30 pm, 211 Bernhard Center
Meeting adjourned by Christopher Tremblay at 4:32pm

Minutes by Laura J. Decker

Summary of Action Items:

**ACTION ITEM:** Juan, send Laura link to international visits site

**ACTION ITEM:** Christopher T. to follow-up with Mark Delorey and IR about scholarship codes

**ACTION ITEM:** C. Tremblay to follow-up and discuss with Penny, Hardy, Juan, and Tony

**ACTION ITEM:** Chris Voss to update briefcase with who has accepted scholarships

**ACTION ITEM:** C. Tremblay to review

**ACTION ITEM:** College reps, please reach out to find second, specific person within your college to give EMAS access to