

**Senior Staff Meeting
January 7, 2013
Meeting Notes**

Attending: John Carmichael, Art Costantino, Julie Garver, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley, Sarah Pedersen, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski, Michael Zimmerman

Review of Minutes

The December 10, 2012 minutes were approved as written.

Announcements

- The economic impact study is almost complete. The study will be taken to the VP meeting by Lee H. today.
- Lee. H. will send out an announcement about fundraising efforts and accomplishments.
- Next week's Senior Staff agenda will include a look at Lean management. Finance and Administration will share what they have learned about the program.

Fall Applications

"The Evergreen State College: Fall Undergraduate Application Progress 2010-2013" was distributed for review. Fall applications are down slightly from fall 2012, with a change of -4%. The priority deadline has changed this year from March 1 to February 1. Declines are being seen in the high school market. The estimate for winter enrollment is 4240 and Steve H. feels enrollment is on target. RSVPs for Preview Day are even to last year - a total of 330 registered with 134 being students.

Career Services Update

The Director of Career Services and Career Services Coordinator interviews are complete. A meeting will occur later today to discuss a re-conceptualization of career services. It was suggested that Abby Kelso and Sara Martin be invited to attend. It was noted that a more active first stage of contact with students be a part of career services goals. It was noted that there is an overlap of career services and the academic statement.

Decisions and Actions

- Any suggestions for re-conceptualization for career services can be directed to Art C. (all).

Credit Hour/Seat Time Requirements

A copy of "Required Credit Hour Policy Review 1/4/13" was distributed with the agenda via email. The standard 2 accreditation report is due September and requires a report on our credit hour policy. The Department of Education requires one hour of direct faculty instruction and a minimum of two hours of out-of-class work. Our current policy will need to be updated to comply with this requirement.

Decisions and Actions

- Any suggestions regarding the credit hour policy can be directed to Michael Z. (all).

Board of Trustees Agenda

A copy of the annotated agenda for the January 9, 2013 BOT meeting was distributed for review. John C. noted that all Board of Trustees will be present at the meeting, including the new Trustee, James Wigfall.