

**Senior Staff Meeting
April 20, 2015
Meeting Notes**

Attending: Wendy Endress, Julie Garver, Susan Harris, Lee Hoemann, Steve Hunter, John Hurley, Les Purce, Todd Sprague, Steve Trotter, Laurel Uznanski, Amanda Walker, Michael Zimmerman
Absent: John Carmichael, Nancy Murray
Guests: Randy Kelley, Sarah Ryan

JBLM

Steve H., Randy K. and Sarah R. gave an overview of where Evergreen is in the process of offering a program at JBLM. A copy of a letter from the Department of the Army and a document outlining the JBLM educational offerings expansion was offered for review and discussion. It was noted that Peterson has retired and Hodges is leaving in August 2015.

A new request for proposal process has been implemented for new providers of educational offerings on base. The proposal is due by June 1st. The proposal must include the following: full degree program; specific credits; counseling/advising services; minimum of 50% active duty enrollment prior to opening up to family and civilian employees (must be on base); and detailed syllabus for every course offering.

Some things Evergreen has to offer include: the upside down degree, possible part that the Tacoma program can play, liberal transfer of credit policy; offerings of breadth components; possible partnerships with other community colleges; and the flexibility that we can offer that others don't.

Concerns regarding expectations and limitations were discussed. Of particular concern include: four year program vs. two year program, 100 credit courses, content areas, online component; detailed course syllabus requirement; and retention (25% average retention).

Randy K. has a meeting scheduled with the JBLM Education Office Thursday morning and invited Sarah R. to attend. Questions regarding the process and concerns should be addressed at this upcoming meeting. All options should be kept open.

Review of Minutes

The March 23, 2015 minutes were approved as written and the April 6, 2015 minutes were approved with two changes.

Additions to the Agenda

Fall Applications was added to the agenda.

Announcements

- Laurel U. distributed a document identifying categorical use of the Employee Assistance Program (EAP) along with suggested ways to increase utilization.
- A notice has been posted on Greener Commons for a planned protest at the upcoming Sustainability in Prisons Project (SPP) meeting on campus this Wednesday, April 22, 2015.

<u>Decisions and Actions</u>

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| <ul style="list-style-type: none">• Wendy E. to connect with Student Activities regarding the potential SPP protest (Wendy E.) |
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Spring Enrollment Report

A handout on spring enrollment was distributed for review. The annual average Evergreen FTE (with spring) is expected to be 4007. Enrollment is down in continuing students and up on the non-resident side. Laura C. is working on the retention numbers and will have those numbers at a later date.

Fall Applications

Fall applications are up and we are closing the gap. Approximately 180 new students along with 250/300 guests attended Admitted Student Day. The event went well. The Evergreen Archestra happened to be practicing on campus the same day. The music group was playing on red square in the morning of the admissions event, bringing a very festive and welcoming atmosphere. A question regarding number of common read books needed was posed and discussed. The initial guess was 1330.

Decisions and Actions

- Steve H. to figure the number of books required for new students and inform Michael Z. (Steve H.).

Other

Julie G. reminded Senior Staff that tomorrow, Tuesday, April 21, 2015, the Senate will be honoring Les P. on the floor. Seats are available in the gallery to witness the event. Julie will send out a reminder email and encourages attendance.

Decisions and Actions

- Julie G. to send out a reminder email regarding the Senate honoring Les P. (Julie G.).