



ETCS Executive Committee Meeting  
January 30, 2017  
ET 206

Present: Mary Jane Casiano, Beomjin Kim, Kim McDonald, Gary Steffen, Guoping Wang, Nashwan Younis, Manoochehr Zoghi

Guests: Dimples Smith, Senior Human Resources Consultant; Dawn Renner, Director, Sara Thomas, Academic Advisor, and Karolyn Smith, Advisor, Student Success Center

Manoochehr welcomed everybody and called the meeting to order. The agenda was presented with several items added to the AOB by Dawn. Kim made a motion to accept the agenda with the additions and it was seconded by Beomjin; all approved.

The January 9, 2017 minutes were reviewed. Nash made a motion to accept the minutes as is and it was seconded by Gary. All were in favor of approving the minutes.

**Dimples (guest):** She presented an overview and the protocol for conducting annual performance reviews. A new Purdue system-wide performance evaluation policy was put in place and established that every benefitted part-time or full-time regular clerical, service, or administrative staff should receive a written performance evaluation annually. She distributed three handouts covering performance evaluations. Manoochehr and Kim will meet with Dimples after reviewing the on-line forms and guidelines. They will then meet with the chairs to discuss deadlines and forms in order to be consistent in the college.

Manoochehr proposed the possibility of SSC staff's support regarding the freshmen advising as part of the first-year experience (FYE). This will also comprise the new student transition (NSO) program for ETCS. The SSC would take over the bulk of advising at the freshman level which would help reduce the workload in the departments. Gary pointed out that we should do something pre-emptive because a number of freshmen students are first generation. There would also be peer mentoring involving upper level students mentoring the freshmen.

Dawn noted that 150 students registered for classes are on probation (93 of these are freshmen/sophomore students). There are 22 freshmen/sophomore students with GPAs of 2.0-2.1 who are considered "at risk".

**Sara (guest):** She talked about the ETCS peer mentor program and distributed a document covering this information. Beomjin mentioned that CS has also implemented a peer-mentoring (specifically tutoring) for the past semester.

**Karolyn (guest):** She distributed an Undergraduate Bulletin Program Template. The Registrar wants each page of the UG Bulletin to look like this draft. The curriculum will be frozen for one year in 2017-18. This template is due by March 31, 2017 (for 2018-2019).

Karolyn will email bulletin information to the chairs and their administrative assistants. It was suggested by Karolyn that the Bingo Sheets be consistent and one-sided. The SSC liked the way that ECE has their bingo sheet laid out. ABET brochures should be compared to the websites. The department programs should be the same. Contact Karolyn when information is completed and she will review.

**Dawn (guest):** She presented an overview of the Help Corner data (handout distributed). There was an increase in the number of students seeking tutoring from spring 2016 to fall 2016 even though there was one less tutor. There was also an increase in the number of visits to the Help Corner from spring 2016 to fall 2016. ENGR 127 had the most hours tutored and PHYS 180 was in the bottom 5 courses of hours tutored.

**Kim:** Kim attended a meeting with the VCAA in Manoochehr's place. Carl presented an analysis on how to recruit top students (like recruiting a football player). The criteria for 2017 was:

In Top 10%

In 95 per centile of class

Scored 1700+ on SAT; 27 comp or above on ACT)

452 students admitted meet 1 of the 3 criterion and then how many stars – 3 star recruits (27 of them).

452 students admitted met at least one of these criteria. 27 met all three and are considered 3 star recruits.

Several of the 27 are not involved in the Summit Scholarship competition.

142 students = 2 stars

283 students = 1 star

ETCS has 91 of these 452 students

Manoochehr has the spreadsheets of the list of the students that he will share with each department.

The dean and chairs are charged with how to recruit these students (beyond letter writing) such as texting and calling. The department with the highest number of students recruited will receive some form of a reward or recognition. Admissions could invite the 452 to campus and have the colleges do something to connect with these students. Manoochehr said that the more touch points with student, the more chances of students matriculating.

Respectfully submitted,

Mary Jane Casiano, secretary