Recruitment and Retention Committee Minutes  
January 7, 2011  
Building 7 Room 101

Present: Daniel Freitas, Charlene Gima, Jolene Suda, Erica Balbag-Gerard, Scot Parry, Chuck Whitley, Emily Kukulies, Billie Leuder, and Ina Miller-Cabasug

Committee reviewed the following proposals:

1. Institutionalize Learning Communities  
2. Information guide for Transfer Students  
3. Recruitment Coordination and support  
4. STEP UP  
5. Program intake process  
6. Campus activity engagement

Committee members have prioritized the following initiatives:

1. Institutionalize Learning Communities – Lead: Ina and Charlene  
2. STEP UP – Lead: Chuck and Charles  
3. Campus activity engagement – Lead: Jolene, Billie and Danny

Additional:

1. Scot will coordinate on addressing transfer students needs by creating a transfer information guidebook/brochure, incorporate a student transfer orientation session, and work with the other Liberal Arts counselors in providing adequate service to transfer students.
2. Emily will draft a proposal that will look at how highly impacted majors can create a intake process so as to not lose any potential students.
3. Erica will revive the recruitment proposal that calls for a recruitment coordinator that can focus on campus and community events.

Next meeting:
- Each committee members will be able to present the members of their working team.
- Emily will present a draft of the program intake process on how high demand programs can address the issue of their waitlist.
- Erica will present last year’s recruitment proposal with the committee members.

Next meeting:

Friday, February 04, 2011 at 1pm in building 7 room 101  
Recorder: Jolene Suda