

**From:** James Parker  
**Sent:** Thursday, August 29, 2013 6:48 AM  
**To:** Martin Tadlock  
**Subject:** Admissions committee - IFO Agenda Item

Martin,

Student Development and Enrollment would like to create a standing group of faculty/staff that would assist in reviewing prospective students that do not meet our standard admissions requirements (i.e. conditional admits). The committee would meet weekly for an hour and would consist of representatives from a few departments/areas on campus. SDE would recommend the following group composition.

- AVP of Admissions and Enrollment (chair)
- Associate Director of Admissions
- Member from the advising center
- AVP of Academic Affairs
- Faculty member from each school/college rotating participation)

This group would review both incoming freshman as well as transfer students. Currently this group consists of two or three individuals within the Admissions office.

We are requesting IFO appoint a faculty member to a two-year term where faculty will participate during the fall and spring academic terms. It is not likely the committee will need to meet during the summer months as approximately 3% of our applicants arrive during this time period; however, if the committee is needed during the summer months, faculty will be compensated by the contractual terms.

If TRIO faculty would like to volunteer for the committee, they may volunteer through the IFO appointment.

I would like to present this topic at the IFO Meet and Confer. If you have any questions or comments, please let me know.

James

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