In attendance: Hembree, Ciraulo-Stuart, Goodwin, Reveles, Pan, Murai, Brostrand, Wells

1) Dean Sheared visited the committee. As a result of this meeting, the committee voted to re-instate previous elements of the original charge, including recommending Dean's Award recipients (undergrad and grad), and reviewing for scholarship recipients. The committee will be given applications for these awards and scholarships from staff in the Dean's office. The Scholarship selection process is done online and staff will assist committee members in learning how to use this system in the Spring.

2) The committee welcomed new members Heather Brostrand and Shannon Wells.

3) COE Recruitment
   The Committee engaged in further discussion of recruitment strategies, and the potential role of SSOAR in assisting with recruitment for college programs.

   Discussion first centered on “What principles guide us as we recruit for our programs?”
   1. Need to continue to work on defining who we are as faculty and students so that that can be better communicated to students. Some committee members noted that students are confused about what our “brand” is, and what programs are housed in the college, especially with the re-structure. This comes from comments from teachers, students, and community members.
   2. Personal attention is key – bureaucratic nature of institution is an obstacle for recruitment; we need to set up events and interactions between faculty and potential students (e.g., recruitment information nights)
   3. We value diversity! Focusing on recruitment/full inclusion (operationally); targeting underserved students. There are ways to target students for advising and information about credential and MA programs.

   The committee noted that the following strategies could be employed now for grad and credential programs (discussed in meeting and follow-up email):
   1. Suggest targeting existing CSUS students first through:
      a. Advertisement
      b. Learning skills program
      c. Child Development BA - database
      d. Expressed interest data and personal contact – email to graduating seniors (SacSend)
      e. Presentation in a college meeting. How can we use personal context to recruit?
   2. Grad program coordinators and grad chair could develop a professional recruitment video. Reveles and Brostrand agreed to work on this, depending on timing, but need support/OK from Dean's office/DAC
3. Notify faculty of methods for distributing information about programs and program information nights.

4. Possible review of Student Profiles page. What should be added/changed? Does this page help recruit new students to our programs?

5. Several COE Masters programs have set up information programs on campus to recruit current BA into MA. Suggest videotaping program information sessions videotaped. Can possibly upload the informational video to the CoE YouTube page AND put the video on the program’s webpage for prospective students to view (see the Counseling programs page for their video).

6. Solicit OIR for contact information to target incoming freshman and new transfer students indicating interest in seeking a credential. Some work already being done (by Goodwin and Murai) inviting these students for additional advising on program pathways and coursework/majors they might be interested in.

4) Graduation with distinction

Grad studies has in place policies for awarding “graduation with distinction” to top Masters level graduates each semester. The distinction would be noted on the academic transcript and could be announced at graduation. Each academic unit must specify procedures for implementing it with their students, and this has not yet been done in COE. Establishing procedures for grad with distinction is either the work of the grad branch or SSOAR, or both. SSOAR will work on starting this process in the Spring (for Spring graduates), and consult with grad branch about its further role in selecting students for this academic award.