Multicultural Student Center Advisory Committee Meeting Summary  
December 15, 2005  
1:00 – 2:30 p.m., Union 143

Campus Diversity and Climate – Associate Vice Chancellor Anthony Lemelle

Linda invited AVC Lemelle to the meeting so the advisory committee members would have an opportunity to meet and talk with him. He is the newly hired administrator responsible for diversity and climate on campus. Several programs, including MSC and AOC, will report to him in the future. He will begin the position in early January 2006. AVC Lemelle also talked about his vision for the position.

Bolton Hall Move Timeline – Associate Vice Chancellor Ruth Williams

AVC Williams talked about the new timeline for the move to Bolton Hall. As it turns out, some DES offices will move twice to vacate the current OARS office. DES will also use this opportunity to reorganize and move its offices in Mellencamp. The first move is anticipated to occur during the spring break.

Dennis Stecker and Ruth Williams will meet with each individual office to talk about remodeling and furniture needs.

Incorporation of 6-Week Progress Report into 4-Week Early Warning System? – AVC Ruth Williams

AVC Williams requested that the 6-week program be included in the web-based 4-week system for implementation in spring 2006. M/D programs decided that they want to keep the 6-week program since 4th week is often too early to get a feedback from class instructors (aside from student attendance information). Therefore, there will be no change in the implementation of the 4-week (campuswide) and 6-week (m/d office only) early warning programs in spring semester.

Prospective Student Follow Through – Linda Huang

Linda shared the flow chart of a prospective student from application to enrollment, developed by a working group (headed by Gesele Durham). She asked where MSC can plug into the process. Some possible areas include: contacting students whose applications are not complete, whose e-mail addresses are not correct, and/or whose applications have been deferred and need to take the ATS tests. She also asked what access and data are needed to accomplishing these tasks.

The MSC staff will be given access to PeopleSoft, and will be trained on entering comments into the database. Since all contacts have to be documented, Linda will develop appropriate forms and an Excel spreadsheet to keep track of the contacts. DES will provide the listings of students to contact.
Draft MSC Webpage Design – Linda Huang

Linda showed everyone a template of the new MSC website design. This template will be used for the main page, subpages, sub-subpages, MSC brochure, and MSC flyers. Everyone liked the new design and gave the go-ahead to develop rest of the pages.

AMSLC Changes – Linda Huang and Victoria Pryor

Because of lack of corporate funding support, this year’s AMSLC conference has been changed in the following areas:

- The per student cost will be increased tremendously. We are anticipating approximately $150 per person.
- Online registration and abstract submission processes will be developed on the MSC website.
- Students need to submit only an abstract for presentation at the conference (instead of completed paper as in the past).
- All students, except first time attendees, are strongly encouraged to submit abstracts.
- There will be no winners (competition). All presenters will receive a certificate at the Saturday night banquet.

Victoria is in the process of pulling together a planning committee to discuss conference details and logistics.

MSC Survey – Linda Huang

Linda distributed a revised copy of the survey. Pending further revisions, the survey will be shared with Ruth Williams for future action.