

CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING MINUTES
February 3, 2003

Board Members Present:

Dr. Troxler	Jorome Gibbon, Chairman
Jim Amerault	Tom Bagg
Richard Beall	Melissa Crouch
Laura Dugan	Richard Hansen
Francis Jenkins	Joanna Kolasinski
Charles Vergers, Secretary	

Board Members Absent:

Jack Dunlavey	Carolyn Dent
Jeffrey Glass	Matt Hearn
Greg Strutt	

Guests: Ken Dolan, Joy Johnson

AAB Chairman, Jorome Gibbon called the meeting to order at 6:00 pm. in the boardroom.

I. PRE-MEETING BRIEFING:

Ken Dolan, Director, Space Operations Institute, presented a description of his goals and objectives at Capitol College. Mr. Dolan noted the following:

- A. He was retired from NASA with 39 years of service.
- B. He has no feel for the effect of the events of the February 1st shuttle disaster.
- C. The Capitol College Space Operations Institute is a partnership between the college, the NASA Goddard Space Flight Center, private industry and educational Institutions. The institute seeks to support space-based exploration and research by:
 1. Providing satellite operations control services
 2. Supporting educational initiatives that encourage students to seek careers at NASA and in industries that support the space programs.
 3. Expanding the Institute to include other government agencies and educational institutions.
- D. The college has developed a BS in astronautical engineering. Dr. Weiler is currently teaching the course.
- E. NASA thinks there is potential in having the SOI and Astronautical engineering course.
- F. There is a three-year grant funded year to year to establish the SOI and make it self sustaining.
- G. The general plan is as follows: Year 1: Get program underway; Develop internship program; Expand number of missions; Year 2: Implement program with internship
- H. Current partners of the Space Operations Institute are: NASA, Capitol College,

- Prince George's Community College, Honeywell Technology Solutions, SGT.
- I. NASA has transferred operational control of three satellites to the Space Operations Institute. These are: (1) Total Ozone Mapping Spectrometer Earth Probe (TOMS-EP), (2) Upper Atmospheric Research Satellite (UARS), (3) Earth Radiation Budget Satellite (ERBS)
 - J. If you know of contractors which may be interested in becoming members of SOI, please notify Ken Dolan at: skdolan@capitol-college.edu

COMMENTS:

- Jorome Gibbon noted that he had worked at NOAA and perhaps they would be interested in the Space Operations Institute.
- Tom Bagg was presented with a contractor excellence award. He noted that there is a systems engineering seminar the week of February 9th at GSFC.

II. CURRENT BUSINESS

- A. Welcome and Approval of Agenda And Approval of Minutes
 1. Jorome Gibbon welcomed the members of the AAB and asked if the Agenda was satisfactory. The Agenda for the meeting was accepted.
 - a. With the exception of some typing corrections, the minutes of the September 9th, 2002 meeting were accepted unanimously. The corrections will be made and new minutes will be sent via e-mail to the members.
 - b. Jorome Gibbon suggested that in the future the minutes should be labeled draft minutes so that corrections can be made.
 2. Organization of the Alumni Advisory Board
 - a. Jorome Gibbon noted that new board members are asked to pick an alumni board activity that they feel comfortable with.
 - b. We now have a full board of members.
 - c. Jorome Gibbon announced that Francis Jenkins is Vice Chairman and there will not be an appointment of a new Vice Chairman.
 - d. Richard Beall noted that Jim Amerault would not be here at the next AAB meeting, he has accepted a temporary contract on the west coast.

B. Planning Activities for the Year

1. Phonathon

Joy Johnson noted that on Sunday, February 23, 2003 phonathon volunteers would be calling alumni that they did not reach during the October Phonathon. She passed out a sign up sheet for those people interested in helping.
2. Information Technology (IT) Chapter of the IEEE

Jorome Gibbon noted that Greg Strutt is out of town and he would speak for him. He noted:

 - a. There will be a meeting of the IT society at Capitol College on February 20th.
 - b. The IT society is looking for at least one or two technical briefings in the spring semester.

- c. Greg and Jorome are working with the IEEE to find a home for the computer society. There are about 2000 members in the computer society.
 - d. We want to have special account for the IEEE society chapters to conduct meetings and seminars.
3. Student Outreach
- a. Laura Dugan noted this semester there will be more WEB Radio broadcasts. The broadcast are planned every two weeks. The cast is open to new ideas for shows.
 - b. Richard Hansen noted that he had two ideas for student outreach. One was a design contest and the other related to some form of computer games.
 - c. Richard Beall said that he may be able to help Laura identify students in respect to their interests. He will ask Tony Miller (Director, Career Services) to identify all perspective seniors and to ask them to come by to identify their interests.
 - d. Jorome Gibbon noted that engineering week would be coming the week of February 16th. Perhaps students could get interested in engineering week.
 - e. Melissa Crouch suggested that members of the AAB could come to classes and ask students to fill out a survey about their interests. The survey could be as little as 5 questions.
 - f. Tom Bagg noted that he could make the arrangements for a daytime activity at Goddard if five – ten students would come.
 - g. The two major projects will be WEB Radio and the survey.
 - h. Joanna Kolasinski suggested a seminar called: “Are you going to be okay?”
4. Retiree Outreach
- a. It was noted that Jack Dunlavey had sent out a letter and received replies from some senior alumni. He had also brought to the AAB the idea of mentoring and working with students.
5. Alumni Outreach
- a. Joanna Kolasinski suggested sending e-mail to all alumni to get ideas. Dr. Troxler noted that we are now changing the college website. People come for functional reasons. It is hard to get people to come unless it is for enjoyment. We can build connections through networking, teaming and outreach. Rick Hansen said that the best way to get a job is to pick 10 or 12 people to get back to. People don’t seem to be connected a lot anymore.
- ACTION ITEM: Working with Richard Beall on Alumni posting. Invite alumni to upcoming open house.**
6. NASA Seminars (Bagg)
- a. Tom Bagg announced that there is another seminar coming up.
 - b. Next Goddard fun run is coming.
 - c. All NASA seminars are recorded.

ACTION ITEM: Have a link placed on the AAB web page that leads to the NASA seminars.

7. AAB section of Capitol College Web page
 - a. Jorome Gibbon noted that he was especially impressed with the timeline of the college.
 - b. Alums are now listed by their year of graduation. Joy Johnson also noted that there is a lost alumni page.
 - c. Richard Beall suggested that for the April AAB meeting we invite Dianne Veenstra to talk about the college web site. Dr. Troxler also recommended asking John Sumpter to talk about admissions.

ACTION ITEM: John Sumpter and Dianne Veenstra will be asked to brief the AAB on April 7th, 2003 at 6 pm.

ADDITIONAL COMMENTS: Jim Amerault noted he is still planning to get a speaker on space weather for one of the IT seminars.

III. INSTITUTIONAL REPORTS

A. Fundraising Drive

Richard Beall gave out a handout titled “Annual and Capital Campaign Totals” and discussed the amount of funds reported. The following were noted:

1. Under grand total of amount received for the total campaign amounts the \$42,231 is up \$10,039 from the November AAB Meeting. The total to the Capital Campaign which is \$1,700,944 is up \$88,164 from the November AAB Meeting. The total to the annual fund that is currently listed as \$971,687 is up \$4,604 from the November AAB Meeting.
2. Dr. Troxler noted that the funds reported in the Annual and Capital Campaign totals mainly go to the building campaign or annual operating funds.

B. Alumni Survey

Richard Beall noted that he had seen the new alumni survey and he is going to meet with Dianne Veenstra, Vice President for Outcomes and Assessments and to have her look at the survey and to assess the future of ABET and Middle States Association.

C. Refocus of Accreditation Attention on Outcomes and Assessment.

Dr. Troxler noted the following:

1. The politics of this date back to the 1980’s when congress started looking seriously at accreditation agencies and which ones are gate keepers to student

financial aid. There was a big push in the early 80's to get proprietary schools into student financial aid. That happened and a lot of people were making huge money by padding enrollments. Unfortunately, the higher education community was unable to explain to congress that there was a difference between trade schools and colleges. Most of the punishment was on colleges while trade schools were at fault. We are now at a point where if you are a gatekeeper to financial aid, you are going to have to do some heroic things in outcomes assessment. Its rather abstract, but we have some measurements that we can do.

2. We have a team on campus from the engineering accreditation board at the present time that is looking at outcomes assessment.
 3. ABET is going through an eight-year process to accredit its accreditation.
4. Whether its Middle States Association which is institutional or ABET which is programmatic, we have to demonstrate what students have learned, that it is tied to the mission statement and that there is a feedback loop that provides information to faculty about the curriculum in its entirety and course by course as well.
 5. All the reports sent into MSA this past fall semester were accepted and they think we are on the right path and they won't be back until 2006. Once we are through the ABET process with the engineering he anticipates either a three or six year renewal.

D. STAMATS

1. There was one surprising discovery in word choice. All of the high school counselors and high school students here the word technology different than what we think.
 2. What the institution looks at is principally 80 to 85% of Maryland student for the undergraduate courses.
 3. The consultant said the word "technology" needs to be taken out of describing the college.
4. Due to the MBA we can talk about an institution that integrates engineering and business. Because of this, look for new tag line. We also need to take a look at the admissions statement, which will be a very large campus discussion.
5. The STAMATS meeting held on the campus during December was quite productive.

E. Enrollment

Dr. Troxler noted the following:

1. The graduate school is doing very well.
2. Term two: The Spring term will see approximately 910 graduate and undergraduate students. 60% of the total are graduate students.
3. It may be difficult to see a lot of growth next fall since we expect a large graduating class of 110 undergraduates and 80 graduates.

4. President of the National Association of College and Business Officers, which heard about our MBA program, praised Capitol College.
5. DeVry has decided not to come to Maryland this fall.

F. Commencement Speaker

1. Dr. Troxler noted that an adjunct teacher in the graduate program, Professor David Ward will be the speaker.

2. McGowan Academic Center

Dr. Troxler noted the following:

- He showed a visual aid, which illustrated the different phases for the building in the installment plan.
- There will be a classroom and the building will be wireless.
- There will also be a sunscreen for the building.
- Phase one will cost about \$7million and \$4 million for phase two.

F. IEEE

Dr. Troxler noted that the college did consummate the partnership of the IEEE with the MSEE. Further information can be found on the IEEE website. Our college is the seventh college in the nation to partner with IEEE.

IV. NEW BUSINESS

Jorome Gibbon noted that he had talked to Dr. Troxler and Richard Beall about the AAB having a separate account for the monies we receive or people donate for the projects. The secretary/treasurer could give a report on this.

SCHEDULE OF UPCOMING EVENTS

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|----|-------------------|------------------------------------|
| 1) | February 20, 2003 | IT Society Meeting |
| 2) | February 23, 2003 | Phonathon |
| 3) | March 22, 2003 | Open House |
| 4) | April 7, 2003 | AAB Meeting |
| 5) | April 16, 2003 | Scholarship Appreciation Breakfast |
| 6) | May 17, 2003 | Commencement |

V. ADJOURNMENT

The meeting adjourned at 9:30 pm.

Respectfully Submitted,

Charles A. Vergers
Recording Secretary
Alumni Advisory Board