

CAPITOL COLLEGE
ALUMNI ADVISORY BOARD
MEETING MINUTES

February 7, 2005

MEMBERS PRESENT: Dr. Michael Wood, Jim Amerault, Tom Bagg, Richard Beall, Carolyn Dent, Laura Dugan, Jorome Gibbon, Francis Jenkins, Joanna Kolasinski, Greg Strutt and Charles Vergers (came late due to teaching).

MEMBERS ABSENT: Melissa Crouch, Jeff Glass, and Matt Hearn, Jason Tobiasz

GUEST: John Ryan substituting for Charles Vergers who was teaching.

Pre-business Meeting activity:

Presentation to AAB on the use of Blackboard by Danielle Faison.
Ms. Faison noted the two parts of Capitol College On Line

- Centra-Synchronous
- Blackboard-Asynchronous

Centra is used for:

- Live lectures
- Application sharing
- White board
- Break out rooms
- Student and group presentations
- Evaluations and surveys

Blackboard is used for:

- Content manager
- Assignment manager
- Discussion board
- Digital drop box
- Assessment tools such as test survey manager and question pool
- Gradebook

1. WELCOME

- Chairman Jorome Gibbon welcomed members to the meeting.
- A sign in sheet was circulated.

- Jorome Gibbon thanked Professor Ryan for substituting for Professor Vergers who has class on Monday evening.
- The members of the AAB accepted the agenda for the meeting.
- Minutes of the November 15, 2004 meeting:
 - It was noted that the following names need to be added to the Members Absent: Rick Hansen, Jeff Glass, Joanna Kolasinski, Jack Dunlavey and student member Jason Tobias
 - A motion was made by Greg Strutt to accept the minutes.
 - Laura Dugan seconded the motion.
 - The motion passed unanimously.
 - All members present were in favor of accepting the minutes.

2. CURRENT BUSINESS

A. Committee Reports

1. Student Survival Kits (Joy Johnson)

- Joy Johnson discussed student survival kits and noted that members of the AAB are required to bring their donations for the student survival kits to the to the April 11th meeting.
- Easter baskets will be sold again this year.

2. Information Technology (IT) Chapter of the IEEE (Greg Strutt)

- There was no report from Greg Strutt.

3. Student Government

- Jorome Gibbon commented that three student groups at Capitol College namely NSBE, SWE and IEEE might be asked to send a representative to the AAB.
- Richard Beall suggested rotating among NSBE, SWE and IEEE for a representative to keep pressure off of any one person.

4. Lecture Series

- A lecture series at Goddard has been set up for 2005 on a monthly basis. Call or email Jenifer Bracken at 301-286-3688 or Tom Bagg prior to each session to get access. We are looking for speakers. Let Richard Beall, Greg Strutt or Jerry Gibbon know if you have suggestions.

5. Web Page Design

- There was no new information from Joy Johnson. Everyone is asked to look at the web page and make suggestions for change.

6. NASA Report, Space Operations Institute (Richard Beall)

- Dave Wagner is putting together a list of NASA people to come to visit the new building on Feb. 17th.
- The McGowan Center building is in the final stages with only minor items to be finished.

7. Senior Report (Jack Dunlavey)

- This was delayed till next meeting.

8. Member Status

- Matt Hearn and Jeff Glass will not be able to continue their membership in the AAB.
- Laura Dugan has offered to become a member again.
- Charles Britt and Jeff Banks do not have the time at present to devote to AAB membership.
- Dawn Susini is another possible candidate.

B. ACTION ITEMS (carryovers)

1. New Web package updates-Alumni Web Page

- The web page is now complete.

2. Student Outreach such as a tour.

- Some possible tours are: Air and Space Museum (Dulles)
Cryptology Museum (NSA)
Garber Museum in Suitland

- Professor Ryan will get information concerning the Cryptology Museum and get back to Joy Johnson.

3. IEEE National Engineers Week February 20-26.

- National Engineers week is now known as E week
- Capitol College will host three alums that will speak on their experiences.
- Robotic contest finals will be held at the Naval Academy on 18, 19, and 20th of March sponsored by FIRST.

4. Celebrating AAB 25th Anniversary 2005 - this will be accomplished by:

- A celebration in May 2005 along with an open house.
- Mentioning anniversary at graduation
- Update on the alumni data base
- A banner design for graduation
- Information on the web page

5. Virtual Community web site

- This would deal with Centra and Blackboard applications for the AAB. We may post draft copies of the AAB minutes.
- The following members are interested in working on the site: Jim Amerault, Jerry Gibbon, Rick Hansen, and Joy Johnson

3. ADMINISTRATIVE REPORTS

A. President, Dr. Michael T. Wood

Dr. Wood noted the following:

- For Higher Education Day five Capitol College students went to Annapolis and had a good learning experience. Professor Charles Woods headed a panel discussion.
- Project Lead the Way will have a counselor meeting at Capitol College.
- There will be a Cyber Security Forum at University College of University of Baltimore.
- Close association with NSA enhanced the possibility of getting a museum tour.
- Capitol College is teaching at Southern Maryland Higher Education Center near Pax River.
- There is a possible association with the US Department of Agriculture for training.
- Enrollment is in general has risen. Ninety eight percent of the full time students returned for spring semester. Applications are up forty five percent from last year. The applications are strong for business and astronautical engineering.
- The strategic planning meeting of January 21, 2005 indicated his five top priorities: Enrollment, Programs, Revenue, Marketing, and Partnerships.

B. Institutional Relations: Richard Beall

- Vice President Beall will continue to connect Dr. Wood with local officials involved in industry and education
- Joy Johnson noted that the Annual Fund is at \$77,000 and the Capitol Campaign is at \$2.6 million dollars.

4. NEW BUSINESS

Schedule of upcoming meetings and events

- AAB meetings: April 11, 2005
- Admissions Open Houses: March 19 and May 7, 2005
- Career Fair will be held April 8, 2005.
- Scholarship Breakfast : April 14, 2005
- McGowan Academic Center Dedication: April 29, 2005
- Commencement: May 14, 2005

5. ADJOURNMENT

- The meeting adjourned at 8:30 PM.

Respectfully submitted

Charles A. Vergers
Recording Secretary