

**CAPITOL COLLEGE
ALUMNI ADVISORY BOARD MINUTES
103rd MEETING**

February 20th, 2006

MEMBERS PRESENT. Dr. Michael Wood, Jim Ammerault, Tom Bagg, Richard Beall, Charles Britt, Carolyn Dent, Jerry Gibbon, Rick Hansen, Francis Jenkins.

MEMBERS ABSENT: Melissa Crouch, Joy Johnson, Greg Strutt and Charles Vergers

GUESTS:

Dr. David Odett-Chief Academic Officer

Melinda Bunnell Rhyne –Dean of Student Life and Retention

John Ryan- Capitol College faculty member

Kevin Wilson- potential AAB member

1. WELCOME

1. a. A sign in sheet was circulated.
b. Meeting agenda was approved

2. Dr. Dave Odett, Vice President of Academic Affairs was introduced. He noted:
 - He is pleased to be part of the Capitol College administration.
 - He will be attending the meetings of the AAB from time to time to share with the members information about the direction of the college and to ask for their input.
 - Feel free to stop by his office to discuss college matters.

3. Meeting Minutes November 15, 2005 were approved.

4. Guest Speaker Dean of Student Life and Retention Melinda Bunnell-Rhyne – Dean Bunnell-Rhyne noted the following:
 - She joined Capitol College in 1997 starting as a Resident Director.
 - Noting that students were leaving the college at a fairly high rate, so she started looking at ways of improving retention. Information was gathered and various groups were formed to study the issue. The result was to introduce a Freshman Seminar.
 - Freshman Seminar was introduced in 2001. At that time it was for remedial students. It now is required for all beginning students. Over the years faculty or student affairs staff have taught it.
 - In 2003 we started stringent rules about student placement and we began to see increased retention from 85 to 95 % for continuing students from the first to second semester
 - We have an early alert program in which the entire faculty reports students that are not doing well or not attending classes.

- We have a centralized advising system. We will start the new year with a new advisor.
 - The duties of the advisor are to advise all students, teach Freshman Seminar, meet students individually and study why students do not return after their first semester.
 - We are very interested in developing a supplemental instruction program where student leaders help outside of courses.
 - NASA prep graduates are more likely to succeed throughout their stay at Capitol College.
 - She believes the AAB can help students by mentoring
 - Rick Hansen noted anyone who would like to be a mentor should contact Dean Bunnell Rhyne.
 - There were 66 new students enrolled in August 2005 that represented a 50 % increase since 2004.
 - Living on campus provides more engagement for students with each other and the campus.
5. Kevin Wilson, a new AAB Member was introduced. He is a 1991 graduate of Capitol College and works for USP (United States Pharmacopeias)

2. ADMINISTRATIVE REPORTS

1. President, Dr. Michael T. Wood

Dr. Wood noted the following:

- The spring enrollment for 2006 has increased from last year.
- Accreditation visit results:
 1. Engineering Technology Program has been reaccredited.
 2. The Business Program has received the first full accreditation.
- We want to build a Center for Information Assurance around our Information Assurance Program.
- USDA graduate school is working with Capitol College
- New brand for the college to be released on Thursday February 23, 2006. The College Logo won the best for schools under 2000.
- Boeing Mission Systems is working with Capitol College.

2. Vice President Institutional Relations, Richard Beall

Vice President Beall noted the following:

- The roll out of the new logo and the college tag line will occur at 4PM on February 23 in the McGowan Academic Center.
- The Scholarship Appreciation Breakfast will be held on April 6, 2006 at 8AM.
- The Career Fair will be held on April 7, 2006 in the McGowan Academic Center.
- NSA will fund a \$15,000 Information Assurance Scholarship. Capitol College has applied for the scholarship.

- We would like to have a homecoming this summer for former NASA prep graduates of Capitol College. Charles Britt was asked to chair a sub-committee of the AAB to work on this matter.

3. CURRENT BUSINESS

3A. Committee updates:

1. **Student Government-** Mr. Ade Sanusi
 - Mr. Sanusi was introduced. He is the student representative to the AAB. He is a fulltime student at the college and a full time employee of Mantech aerospace Systems
2. **Student Survival Kits**
 - The student survival kits have been well received.
 - At the next AAB meeting on April 11, money will be collected for spring survival kits.
3. **Information Technology (IT) Chapter of the IEEE** (Greg Strutt, Jerry Gibbon)
 - IT to sponsor a presentation of IPV6.
4. **Lecture series** (Tom Bagg) **and Tours** (John Ryan)
 - Tom Bagg will be sending out emails concerning future lectures. The next lecture is scheduled 1-3 PM on March 7,2006.
 - Professor Ryan noted tha there would be several tours during the spring semester. Tour dates are March 18 and April 15. See item 4-4.
5. **Web page** – On February 23rd, new brand roll out. AAB members encouraged to attend
6. **NASA Report, Space Operations Institute** (Richard Beall and Carolyn Dent)
 - The SOI is to be tested and fully operational for the TOMMS satellite. May 4, 2006 will be space day at Goddard for Middle School Students.

3B. Action Items

1. Student Outreach and Tours- This was mentioned in item 3A.
2. Celebrating the AAB's 25th anniversary – follow up – working group members, have it at commencement?
3. Scholarship, working with Prof. Vergers and Prof. Ho – follow up
At the September meeting of the AAB the suggestion was made to set up a scholarship in the name of Professors Ho and Vergers. Rick Hansen volunteered to write a letter encouraging the scholarship. Jerry Gibbon will also look into this matter.
4. Attracting new members to the AAB
The student member Ade Sanusi noted that he would be considering this matter.

4. NEW BUSINESS

1. Retention – A great number of students are leaving early in the curriculum. This issue is seen in other institutions as well. What approaches could be used? Who can work with Melinda on a continuing basis, with status updates to the AAB as needed via e-mail? Rick Hansen asked for volunteers for this matter.
2. Lillie Lou Rietzke –It was announced that Mrs.Rietzke is in hospital recovering from a broken hip. A “Get well” letter and invitation to host more information about the College’s founder on the AAB portion of the website will be sent to Mrs.Rietzke. Jerry Gibbon will look into getting information about the college founder on the website.

3. New logo rollout this week. Rick Hansen will be out of town on February 23 and he would like AAB members to attend this function if possible.
4. New schedule of upcoming meetings and events:
 - Tour- Historical Electronics Museum- March 18, 2006
 - Open House- March 25, 2006
 - Scholarship Breakfast –April 6,2006
 - Career Fair –April 7,2006
 - AAB Meeting –April 11, 2006
 - Tour- National Cryptologic Museum- April 15, 2006
 - Junior Jump Start Day –April 20,2006
 - Open House – April 22,2006
 - Commencement – May 13,2006
5. Baltimore College Town is a bus service for college students that connects 15 college campuses in the Baltimore area with each other and with the Baltimore down town. It can be contacted at: <http://www.colltown.org>. Capitol College should investigate joining the service.
6. ADJOURMENT
The meeting adjourned at 8:10PM.

The next meeting is scheduled for April 11, 2006.

Respectfully submitted,

Charles A.Vergers