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Capitol College
Alumni Advisory Board
September 18, 2006

Members and Guests Present: Rick Hansen, Charles Vergers, Gregg Strutt, Michael Cuthrell, Charles Britt, Richard Beall, Tom Bagg, Dr. Michael Wood, Chauncy Butler (guest), Paris Law (guest), Jerry Gibbon, Kevin Wilson, Joy Johnson and Carolyn Dent.

Members Not Attending: Francis Jenkins, Melissa Crouch and John Ryan

- 1) Welcome
 - a) Student Life Staff Representatives
 - b) Introduction of new members
 - c) Introduction of existing members
 - i) Suggest distribute list of members
 - d) Meeting minutes approved
 - e) Motion to accept 2 new members moved by Greg Strutt, seconded by Charles Vergers

- 2) Administrative Reports- Dr. Michael Wood
 - a) "The college is good!"
 - b) Hard copy distributed
 - c) Doing well for Information Security & Assurance
 - d) Do we face competition from large universities?
 - i) No. We stand out from the other institutions
 - ii) 1 of 5 schools with designation
 - iii) We applied for Advanced Certification (1 of 4 in country)
 - iv) Allen Berg & Dave Ward spearheading collaborative efforts with other colleges in area
 - e) Pushing Freshman to Sophomore retention
 - i) Mix of drop-out and academic progress, finances, jobs, family,
 - ii) College is now surveying students to gather this information
 - iii) Is there any trend in analysis of this information?
 - (1) Just beginning to analyze this data
 - (2) Trying to build a profile of the successful student
 - f) Network Security
 - i) Program is growing.
 - ii) Used to be graduate program only, now has undergraduate
 - iii) Primary interest is from folks working in the program
 - iv) Proposals out to Booze Allen Hamilton and others, no response in yet
 - g) Program mix evaluation in progress.
 - i) How many programs can a college this size support
 - ii) Manage to keep the core of our major programs
 - h) How long would it take for a large organization (The University of Maryland) to transition to a program?
 - i) A lot longer than Capitol College. They have a lot more bureaucracy

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- ii) Capitol College can have a new program in by next year
- i) Most on-line Capitol College students have an affinity to Capitol and to their classmates
- j) More classes and laboratories are being enabled and taught on-line
 - i) Graduate Electrical Engineering is now on-line
 - ii) Working in labs
 - iii) Must follow ABET outcomes & rules
- k) Is ABET more interested in undergraduate than graduate? - Yes
 - i) Have not faced issue of undergraduate on-line courses yet, but will next time
- l) ABET accredits Electrical Engineering & Computer Science?
 - i) Do not think they accredit other programs
- m) Workshop 10/10/06 Dr. Wood speaking at Maryland Homeland Security

Richard Beall

- n) Space Operations Institute
 - i) NASA Extension to operate satellite control & employ students
 - ii) Meeting with President of the University of Guam to teach them how to run spacecraft operations center (See details on sheet from Richard Beall)
- o) NASA Prep
 - i) Article in Goddard News
 - ii) August 3rd Reunion (Photo)
 - iii) Going to use photo to recruit sponsorship for program
- p) Summer Bridge Programs
 - i) Bring them in early
 - ii) Good for retention
 - iii) Raising Spanish Awareness
 - (1) Recruiting from High Point High School
 - (2) Robots & Field trip
 - (3) 1 week program
 - iv) Space Explorers Camp
 - (1) 2 week camp for students (5th to 8th Grade)
 - (2) Federation of Galaxy Explorers
 - v) First Robotics
 - (1) Exploring hosting FIRST at Capitol College
 - (2) Have hosted local site
 - vi) Have different companies sponsor different weeks of longer program
 - (1) Company sponsor
 - (2) Company speakers
 - (3) Field trip to the company
 - (4) Encourage sponsor to scholarship 1st year for student
Incentive for both student & company
 - (5) Estimating \$10,000 to \$15,000 to sponsor 1 week
- q) SGT Awards Ceremony
 - i) SGT won the George M. Lowe Excellence Award for small business
NASA Agency award
 - ii) Barbara Mikulski was speaker

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- r) MBA Program
 - i) Repackaging MBA program
 - ii) Wants AAB to participate in focus groups
Rick Hanson, Greg Strutt, Mike Cuthrell
 - iii) Electronic participation (Could attend in person)
 - s) Capitol Chronicle Newsletter
 - i) Issue 3 coming out soon
 - t) Megan Campbell
 - i) New Chair of Strategic Planning Implementation Committee
 - u) Fund Raising
 - i) Completed 5 year Capitol Plan
 - ii) Annual \$60,192
 - iii) Capitol Campaign \$150,477
 - iv) Annual Fund supports everything
 - v) Library
 - i) Get a lot of information on-line
 - ii) Students are in library during day
 - iii) Larger chunk going for on-line databases
- 3) Current Business
- a) Discussion on combining committees, committee reports via email
 - i) Use AAB meetings for important discussions
 - ii) Rick Hanson will email proposal for combining committees
 - iii) Alumni could support Megan Campbell with marketing the College
 - iv) Capitol College has School of Business, School of Engineering, and School of Information Technology. Want to get all three working together as in the real world. Help people see their strengths early. Provide lessons from real world
 - v) Leadership Institute (Dr. Wood will provide information next meeting)
 - vi) New Working Groups
 - (1) Student Activities
 - (2) Professional Associations
 - (a) Student Government
 - (b) Student Survival Kits
 - (3) Special Events
 - (4) External Associations
 - (a) IEEE and NSBE
 - (5) Alumni
 - (6) Leadership working group to find retired generals, etc
 - b) AAB Mailing Lists
 - i) Moderated (Formal notices)
 - ii) Un-moderated (discussion)
 - iii) Moved by Tom, approved
 - c) Moved that Rick Hansen will email proposal for new working groups
 - d) Student Retention
 - i) If not this semester what about next?
 - ii) Pipeline approach

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- (1) Need to address from elementary through post graduation
- (2) Need to get alumni involved
- e) Leadership Development
 - i) Work with people you know to help support development of future leaders
 - ii) Network and relationships with professional societies & corporations
- f) Outreach
 - i) Coordinate with existing programs such as US FIRST Robotics
 - (1) Organizations need volunteers
 - (2) Run by folks who have no background in technology & math
 - (3) Write a grant for funds to do outreach
 - (4) Rick Hansen going to Rietzke Foundation
 - ii) How long does it take to get a meeting, proposal, & funding?
 - (1) Meeting
 - (2) Pre-Proposal
 - (3) Formal proposal
 - (4) Couple of months
 - (5) Lot of time to build proposal (college staff)
 - iii) Richard Beall & team researching prospective organizations
- g) Need series of draft letters to various organizations asking for support
 - i) Richard Beall could work with Rick Hanson with samples that have worked
 - ii) Need to have some potential targets
 - iii) Coordinate with Student Life & Retention office
- h) What type of assessments are done at Capitol College to evaluate student interests
 - i) 1st year student course has assessment for career choices & course levels
 - ii) Not systematic beyond freshman level
- i) Marketing / Imaging Support
 - i) Starting to compile information
 - ii) Kevin Wilson interested
- j) Round the Room comments
 - i) Tom Bagg
 - (1) Worthwhile, coordinate with similar efforts at Baltimore City Community College (BCCC)
 - ii) Mike Cuthrell
 - (1) Concerned with image
 - iii) Carolyn Dent
 - (1) Seems nebulous. Needs to be more concrete & actionable
 - (2) Richard will send email with proposals
 - (a) Work with Capitol College Administration on who we can send letters to and what we can ask for
 - (b) Letters with alumni background
 - (c) Get enough money to fund at least one full time person to work outreach & retention
 - (d) We should be idea generators
 - iv) Kevin Wilson
 - (1) All good issues
 - (2) Glad to see is focusing on only a few things

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- v) Greg Strutt
 - (1) Agree with Carolyn Dent needs to be actionable
 - vi) Action
 - (1) Rick Hansen will meet with Richard Beall & Dr. Wood
 - (2) Rick Hansen will send out proposal
 - 4) Next meeting date Monday 6 or 13 November, 2006
- Notes by Tom Bagg