

**CAPITOL COLLEGE**  
**ALUMNI ADVISORY BOARD AGENDA**  
**110<sup>th</sup> MEETING**  
April 16<sup>th</sup>, 2008

A) MEMBERS

1) PRESENT.

Jerry Gibbon, Joy Johnson, Charles Britt, John Ryan, Rick Hanson, Mike Cuthrell,  
Mike Wood, Tom Bagg, Gregg Strutt

2) MEMBERS ABSENT:

3)

B) WELCOME

1) Meeting Agenda – Approved

2) Previous Meeting Minutes -

a) Submit comments to Rick Hanson

3) Recognition of Richard Beall for his efforts on behalf of the AAB

a) Richard has left Capitol College to attend to family issues. AAB wishes him well.

4) Recognition of AAB members for a Job Well Done 2007/2008

a) Charles Britt – Charles delivered an inspiring speech to parents and prospective scholarship students. He serves as the industry liaison to the Prince George's County Public School's committee on Science and Technology. Charles has recently been appointed to a high ranking position supporting the Deputy Director at the Office of the Directorate of National Intelligence.

b) Mike Cuthrell - Mike offered to assist in a trial of Socratic and other learning techniques with his TC110 class. Mike volunteered to support the College's position on the Sellinger Funding formula by taking a day of leave from work and attend a Maryland State Senate subcommittee meeting. Mike also attended the Scholarship Appreciation Breakfast as faculty and AAB member.

c) Rick Hansen - Rick volunteered to support the College's position on the Sellinger Funding formula by taking a day of leave and attend a Maryland House subcommittee meeting. This helped support the college's and the Maryland Independent Colleges and University Association position on the Sellinger formula. Rick also attended the National Symposium at the Press Club in Washington DC, and he attended the Scholarship Appreciation Breakfast. Rick also assisted Mike Cuthrell with the Socratic Learning trial in Mike's TC110 class.

d) Jerry Gibbon – Jerry was in charge of the International Conference of the IEEE in Washington DC. The conference was very successful, made money to boot, and received a letter from Pres. Bush! Jerry continues to work with the IEEE to help further the goals of the school, and he attended the Scholarship Appreciation Breakfast.

e) John Ryan - John serves as an instructor to high school faculty in the Project Lead the Way program. He teaches the elements of electronics and engineering to high school faculty. He also represented the AAB at the college's first area wide community day, and continues to arrange tours.

f) Tom Bagg - Tom arranged a VIP tour of NASA Goddard for a mother and prospective student. He was the tour guide for this special event and took time from his job on behalf of the college. Tom keeps the AAB and Capitol informed about events at NASA Goddard.

g) Francis Jenkins - Francis Jenkins represented the AAB at the college's first community day with John Ryan.

h) Greg Strutt – Greg has been a tireless supporter of the board's initiatives, and put his business sense to good use in reviewing the AAB's initiatives.

- i) Kevin Wilson - Kevin authored a letter to be used for a fundraising campaign for Professor Vergers or a Ho-Vergers Endowed Scholarship. We may try to do a separate campaign for a Vergers Chair. Kevin also has taken charge of a new web presence for the AAB and other alums. He researched several photos from the US Archives and Library of Congress and discovered photos showing the early classrooms of CREI.

### C) ADMINISTRATIVE REPORTS & GUEST SPEAKERS

- 1) President, Dr. Michael T. Wood
  - Presentation of Town Hall Meeting (PowerPoint)
    - a) Spring & Fall meetings
    - b) New connections from Information Assurance Symposium
    - c) Suggest talk to Don Fry on Comcast cable
    - d) EE program re-accredited
    - e) Honored students and faculty
    - f) Career Fair went well
    - g) Tuition Freeze and Rollback
      - (1) Tuition did not go up
      - (2) Business program tuition cut in half
        - (a) Business cost less to provide than technology
        - (b) Make program more competitive
        - (c) 20 undergrad, 30 grad
        - (d) Need to get up to 100 each
        - (e) Board interest in keeping College Education affordable
    - h) Making progress, much need exists
    - i) Academic Plan
      - (1) Enrollments down, competition up, retention down
      - (2) Engineering programs holding, Technology down
      - (3) Promote the "Capitol Difference"
      - (4) Organize into two schools - Business, Engineering
    - j) Retention
      - (1) Dean of Student Life and Retention Melinda Bunnell-Rhyne & Dianne Veenstra
      - (2) New programs for retention
      - (3) Advising office, My Capitol web, Supplemental instruction
      - (4) Article from Washington Times showing Community colleges getting students at expense of 4 year colleges - Rick Hanson
      - (5) Article - Capitol College hosts special programs for other institutions
    - k) Special Areas
      - (1) BRAC
      - (2) Southern MD
    - l) Leadership Institute
      - (1) National Symposium on Information Assurance
      - (2) Brings more partners ...
    - m) New Advancement Strategy
      - (1) Exec Council +
      - (2) Identified 4 critical areas of need & strategy to fulfill
- 2) Director of Advancement Joy Johnson
  - a) Graduation Reception 5/9/08 6-7:30
  - b) Graduation 5/10/08
  - c) Golf Tournament 9/22/08, Montgomery Country Club

#### D) Committee Reports

##### 1) Student and Alumni Outreach

###### a) Web page

- (1) Stale -
- (2) Suggest AAB funding to help
- (3) Why do the AAB Agendas only go from 2002-2006?
- (4) Why is the last Alumni News item over 1 year old?
- (5) Who has an Alumni news item for the web page?
- (6) Open House for April 19 2008

- (a) Not listed on web page
- (b) Need better updates

###### b) Tours – John Ryan – What can the Board and the College do to help John?

- (1) Did not get advertising needed
- (2) Below fold on web page
- (3) Late getting announcements & sign up sheets
- (4) Never had zero response before
- (5) Have Work study student build list of events for each week and post on doors throughout campus
- (6) Advertise as "Hackers Dream" Tour of NSA Cryptology Museum

###### c) IEEE and Student Branch – Jerry Gibbon

- (1) The IEEE student branch president Jeremy Puts received an award from the IEEE to the student branch members at Capitol College, with Dr. Chuck Conner, faculty sponsor attending.
- (2) IEEE students enrolled in the graduate program receive a 10% discount on Tuition for courses listed on-line for the 2008 IEEE education partnership program.
- (3) The Capitol College IEEE Student Branch president attended the IEEE Region 2 Student Activities Conference (SAC) held in Pennsylvania at Williamsport College in April 2008.
- (4) Suggestions for AAB support of student activities
  - (a) National Engineers Week with the DCEAS, February
  - (b) Washington Academy of Sciences STARS program, May
  - (c) Student Professional Awareness Conference (SPAC), April  
Capitol College included this with Career Day 4/4/08
  - (d) Would like additional AAB support of Student Chapter  
Rick Hanson will help
- (5) AAB should sponsor Capitol College Professor for the Wash Academy of Sciences Educator of the Year award given in May
  - (a) Jerry Gibbon send email note to propose Earl Gottsman

##### 2) New members – Board at large

- a) Meet with Faculty for suggestions for new AAB members
- b) Take prospective new members to lunch
- c) Propose new Alumni Association for all alumni

##### 3) Industry and Community Relations Committee

#### E) OLD BUSINESS

##### 1) Scholarship, and request to use a portion of funds raised for AAB initiatives.

- a) Distribute flyers
- b) Vergers/ Scholarship
  - (1) Kevin writing letter
  - (2) Campaign to start July 1

- 2) AAB at 2008 Commencement,
  - a) Let Joy know if you will attend
  - b) AAB could provide gifts for new graduates & invite them to join the new Alumni Association. [Need structure, bylaws, and organization for new association!]
  - c) Invite Governor for 2009
- 3) Senior Design project – Who can contact teachers and get ideas (webcam on cell tower, etc.) ?
  - a) Difficult to see towers from parkway
- 4) Externships for students – Bagg
  - a) Tom to meet with Joy to explore how Capitol could have an externship program
- 5) Very Old Item – The school receives 2600 magazine (A Hacker Quarterly), and can advertise there for free. Why don't we advertise? Note: the ads are text-only. – Hansen
  - a) Discussion on appropriateness for College Image
  - b) Available at Borders & libraries
- 6) Accelerated learning trial and meetings with IEEE, NSBE, SWE – Mike Cuthrell & Hansen
  - a) Surprised at apathy
  - b) Students have been told what to do for so long. They have been taught to wait for directions
  - c) Dr. Win Wenger teaches Socratic Method
    - (1) 5 week program tried in Mike Cuthrell's class at Capitol
    - (2) Got students engaged & dialog
    - (3) Use alternate approaches
      - (a) Have students each write 5 questions
      - (b) Use questions as basis for final
      - (c) Students named teams
      - (d) Student teams competed to answer questions
      - (e) Came up with great questions, helped each other discover the answers
      - (f) TC110 course Freshman using 2nd or 3rd year text. Need better text.
      - (g) Course has no lab
    - (4) Suggest developing a grant to formalize use of method
  - d) Need collaboration between different levels of education
    - (1) K-12 needs to prepare for college
    - (2) College needs to prepare for work
    - (3) College professors need to energize teachers
    - (4) Capitol College needs to investigate
  - e) Charles Britt working on grant
    - (1) Rick Hanson wants pilot program for 5-10 students this summer
    - (2) Rick to work with John Ryan & Mike Cutherell
  - f) Project Lead the Way is addressing this
  - g) Mike to write thank you letter to Dr Win Wenger
    - (1) College has thank you gifts

#### F) NEW BUSINESS

- 1) What can we do to energize students and better prepare them to stay at Capitol?
- 2) AAB Goals for next year
- 3) Suggest collecting knowledge base of course materials
  - a) Honorarium to those who donate materials
  - b) Presentations, tests, ...
  - c) Post on faculty available area

- 4) Collaborate with other schools to teach their technology courses
  - a) They teach liberal arts courses for Capitol
  - b) Perhaps Capitol college send students into classes elsewhere
  - c) Capitol accept students into Capitol college classes
  - d) Good prospect, needs careful thinking through
    - (1) Capitol no longer thinking of itself as only technology
    - (2) Joining Association of Independent Colleges

G) Next Meeting: September 17, 2008

H) REVIEW OF ASSIGNMENTS (5 minutes)

- 1) All - Review AAB minutes for 2/27/08 & 4/16/08  
Submit comments to Rick Hanson
- 2) Joy - Set up Listserv for AAB
- 3) Tom - Meet with Joy on Externship
- 4) Rick, Mike, John - Work on Socratic Method
- 5) Jerry Gibbon - Send email note to propose Earl Gottsman
- 6) Kevin Miller - Write letter for Vergers scholarship

I) ADJOURNMENT - 9:00PM