

Attendees: Ms. Dia Carleton, Dr. Deborah Erickson, Mr. James Harrington, Dr. Hal Laydon, Mr. Michael Reid, Dr. Robert Timko
Guests: Dr. Scott Davis, Ms. Joyce Nichols

Topic	Discussion	Action
Approval of Minutes	Minutes of February 10, 2009 were not reviewed.	Approval of minutes of February 10, 2009 will be tabled.
Student Success SPIT report	<p>Dr. Davis provided a report from the Student Success SPIT. MAP-Works is a self reporting survey which will be used to identifying freshman students who may be struggling to persist. When the survey is completed (three weeks into the semester), contacts in critical areas such as Residence Life and Academic Affairs would be advised of a potential issue. That area would then intervene and hopefully assist the student. The cost of the program is approximately \$10,000 and has been allocated through the assessment budget.</p> <p>Ms. Brayer will coordinate these efforts and a system will be developed to ensure proper communication to and from the coordinator.</p> <p>A follow-up survey is given 10 weeks into the semester.</p>	
NAS/UPP Update	Dr. Laydon discussed the schedule for this year's NAS/UPP report. A memo will be sent to Cabinet regarding reporting requirements. He requested cabinet provide all information by April 24.	Cabinet will review the goals from last year and make suggested changes at the next cabinet meeting.
Budget Formula Review/Approval	Mr. Reid and Ms. Nichols shared the proposed budget formula allocations for 2009/2010. All budgets were reviewed and discussed.	Ms. Nichols will provide an additional worksheet with minor adjustments. Both worksheets will be discussed at the next Cabinet meeting.
Lockdown Drill	Mr. Colby noted that Blackboard offers a component of the One-Card program that will offer prospect calling as well as lockdown notification.	
Tabled/Continued Discussion	Discussions noted above or in previous meeting minutes.	<p>-Hemlock future (when Peter is here) TRIO, ACT 101, tutoring/mentoring, APSCUF, PA historical archives, ROTC and Middle States update -Policy updates -SPITs – 2 times per semester</p>

Minutes reviewed and approved by Cabinet: February 24, 2009

Minutes prepared by:

Ms. Anne LaVancher