Present: Susan Burke, Connie Van Fleet, Maggie Ryan, Jeremy Jordan

Next meeting Oct. 8, 2009, 1-2:00

1. Agenda revised and approved
2. 2009-10 charge discussed
   a. Each committee member will read the committee handbook revisions and give suggestions to Dr. Van Fleet before the next meeting
   b. Various elements of the data gathering and analyzing charges were discussed. Dr. Burke will draft a tentative structure and plan for the data charges and will bring to the next meeting
   c. The committee agreed to work on data gathering this fall, and leave the charge concerning admissions policies and procedures for the spring term
3. Previous end-of-year Admissions Committee documents were examined for ideas for this year’s data gathering
4. Committee agreed to continue with the previous system of reviewing incoming applications – Maggie will place applications needing a committee decision in a central location and notify members who will then review the applications in a timely manner