1. Charge: *Explore changing the name from Admissions and Financial Aid to Admissions and Scholarships to reflect the activities of the Committee.* Action: Done

2. Charge: *Analyze student success in end of program assessment against variables considered in the admissions process.* Action: Done and reported to Faculty Dec. 2010


4. Charge: *Analyze responses to the Survey of Non-Matriculated Students and provide recommendations for appropriate changes needed to increase yield.* Action: Done and reported to Faculty Dec. 2010

5. Charge: *Design and implement a detailed system that tracks admission and matriculation on both a semester and annual basis.* Action: Determined that SLIS database already collects this information

6. Charge: *Review admissions procedures and forms to determine if and what changes are needed to facilitate applications for and admission to the online master’s degree programs.* Action: Application forms and procedures were added to the SLIS website (this action was independent of this committee)

7. Charge: *Explore methods to encourage and increase enrollment of accepted diverse and exceptional applicants. For example: personalized acceptance letters that include details about scholarship opportunities (eg. ALA’s Spectrum), graduate assistantships, and financial aid; telephone calls; and emails from current students and alumni, the director, and faculty members.* Action: This charge partially addressed. As part of the recruitment actions (mentioned below), the committee identified some recruitment venues that might have a higher proportion of diverse students where we could choose to concentrate recruitment efforts

8. Charge: *Explore methods to retain students. For example: promote scholarship opportunities, graduate assistantships, and financial aid; telephone calls; and emails from the director and faculty members.* Action: This charge partially addressed. Data for the large number of MLIS students that withdrew in Fall 2010 were analyzed. No trends were discernible

9. Other tasks completed: Created recruitment flier for MLIS program

10. Other tasks completed: Created list of addresses of institutions of higher education in Oklahoma and surrounding states that could be used to send MLIS recruitment materials

11. Other tasks completed: Created list of job fairs and graduate school fairs in Oklahoma and surrounding states where SLIS may consider having a recruitment booth

12. Standing committee charges completed: On-going review of application files

13. Standing committee charges completed: Selection of scholarship recipients