1. Pre-College Program 2010 Reports (developed out of goal #3)
   · Update on reports received thus far
   · Last day for submission is April 29
   · Target: final report copies available for distribution at May 18 pre-college committee meeting
   • Contact hours... how to appropriately represent ongoing programs? It is OK to report both estimated contact hours and duration of program. Right now, each director must estimate their program hours independently.
   • 7 updated reports are in.
   • The report will include your last revision sent by 4/29, make updates if you can based on latest template! Send to Zach Constan (constan@nscl.msu.edu)
   • Groups younger than middle school are also encouraged to submit reports!

2. Pre-College Programs Executive Summary Content Discussion: (developed out of goal #3)
   - # of programs represented out of total estimated number of programs
   - Total # of participants served:
     · by gender
     · by grade
     · under-represented audiences
   - Total # of contact hours
   - Amount of external funding
   - # of MSU faculty, staff & students involved
   • Added “scholarship” to executive summary, which will highlight papers and presentations that are reported by programs.

3. Update on data submission to Admissions, requesting program codes, and data reports (goal #1)
   Some updates, overwriting of program codes fixed! Future data will include multiple programs attended (if applicable). This will be noted in pre-college report executive summary.

   There is a new link that lets you request new program code. It is
   https://admissions.msu.edu/prospects/precollegeadmin.asp?Action=2

   The link for requesting Office of Admissions data reports is:
   https://admissions.msu.edu/reports/default.asp
   For further information on all the student data reports available from Academic Services, visit:
   http://www.esp.msu.edu/datarequest.asp

   There was a question: can you generate a report of all incoming freshmen to James Madison with any program code? The answer: maybe. Judy raised this question with Matt Basgall following the meeting but hasn’t gotten an answer yet.

4. Further revisions proposed for pre-college definition (more feedback was received after March meeting): (relates to goal #3)
   MSU Pre-College Programs are
     · Educational programs for pre-college age students
     · Offered and delivered by MSU faculty and staff or under the guidance of MSU representatives
     · Intense in the level of content and number of intentional contact hours
     · Intentionally exposing students to potential careers and academic programs, particularly at MSU
   No comments, OK as is

5. Reminder regarding pre-college metrics and common evaluation questions for use next year (goal #3)
Some minor wording updates.  
Truncate question 2: A college degree is important!  
Strike “college application process” question, it is redundant with “prepared for college”  
A suggestion was made to add Not Applicable as a response choice. Evaluation expert Laurie Van Egeren and others advised against this following the meeting. It could skew the responses if students select NA when they really mean Strongly Disagree.  
Other minor wording changes and formatting were also made. Please refer to the revised survey.

All program directors should add the common questions in the above-linked survey to your own 2011 program evaluations. Note that the survey includes some highlighted comments to program directors that are for your info only. Be sure to heed these notations and delete them from the survey you’ll use with your participants.

Laurie Van Egeren has offered to conduct an evaluation training session for pre-college program directors in late summer/early fall to help each of us interpret our results and further explore our common evaluation questions together for collective reporting.

6. Promotion of each other’s programs/Spartan Youth Programs site – bring examples of how you’re doing this to share with others (goal #2)  
   • Kathee showed how it was part of her program book.  
   • Judy provided a copy of the inside cover page of the registration book for one of her programs that features a promo for the SYP site as well as the pre-college scholarship opportunity.

7. Next year’s leadership team application and 2011-12 pre-college committee meeting location—stay at KC or identify different location large enough for approx. 35 and w/ parking  
   • Mention was made of the free parking by Jenison Fieldhouse, close enough to Kellogg. Perhaps CommArts buiding and adjacent ramp? Jillian checking on space.

8. May 18 meeting agenda:  
   - Distribute final report & leadership team applications  
   - HR presentation “Influencing Without Authority” – 10 Nisbet Building  
   • May meeting will be in Nisbet room 10 for HR seminar. If you will attend, please send your name by the April 29 to Zach Constan (constan@nscl.msu.edu) so we can register you and it will appear on your training transcript. If you’re unsure, sign up anyway!  
Reminder: 2012 pre-college conference here at MSU, budget development underway.

Pre-College Program Committee Priorities/Goals for 2010-11:  
1. Submit data to Admissions.  
2. Share information about other pre-college programs to our clientele like the Spartan Youth Programs website.  
3. Develop Metrics (MSU metrics as applied to pre-college).  
4. Be sure our program information is updated on the Spartan Youth Programs website.  
5. Invite other pre-college program directors to the Committee meetings.

The mission of the pre-college committee is advancing knowledge and transforming the lives of pre-college youth for eventual college success. The committee supports this mission by:

1. Improving the organizational structures that support pre-college programs at MSU  
2. Promoting a scholarly approach that informs and is informed by practice  
3. Increasing the visibility of pre-college programs on and off campus  
4. Providing venues to network and collaborate with other pre-college professionals  
5. Advocating for better systems to document and evaluate the impact of pre-college programs at MSU