In Attendance

David Sheppard, Jerry Rhead, Zach Constan, Jaime DeMott, Sue Webster, Jeff Scheffler, Geoff Parkerson, Judy Ratkos, June Asselin, Jennifer Rosa, Pamela Bellamy, Karen McKnight Casey, and Amanda Krueger

Professional Development Guest Speakers

Jeff Scheffler - Conference Coordinator
Destination State Conference Management
Residence Education and Housing Services (RHS)

Geoff Parkerson – CRDE & CTA
Destination State Conference Management
Residence Education and Housing Services (RHS)

Conference Services and Campus Community

- Destination State and Residential Housing Services has gone through several consolidations and changes.
  - Dr. Kathy Collins has welcomed a new member of the Residence Education and Housing Services team. An abbreviated version of her announcement is as follows:

  Dr. Ray Gasser has accepted the position of Senior Associate Director for Residence Education and Housing Services at Michigan State University. Dr. Gasser will directly supervise the areas of Conferences, Facilities, Housing Assignments, and Safety and Security for the department. In addition to this, he will serve as second in command, providing oversight to the department in my absence. Dr. Gasser’s first day at Michigan State University will be February 4, 2013.

  Kathy Collins, Ph.D.
  Director, Residence Education and Housing Services

  - New and updated University Reporting Protocols that are pertinent to pre-college and summer youth conference groups have been attached to your Pre-College Committee e-mail communication containing January 16 meeting minutes and the February 20 agenda. Please review and help distribute these youth safety compliance protocols to others that oversee summer youth conferences at MSU.
  - For all conferences this year, every house has its own live-in community director.
• Buildings will no longer have conferences with varying ages grouped together. Programs will be separated by youth (pre-college age) and adult (college students and older) programs.
• Residential Management System is the current conference software RHS uses to manage conference data. RHS will update their conference software this July, but that software is yet to be determined. The new software will be put into practice Summer 2014.
• Conference cards will be assigned where meals and conference numbers will be issued to individual student participants, helping track student individuals more accurately.
  o This will be a learning year for the new system. Community Directors will have the conference cards as part of their responsibility to issue should students lose their conference cards. Guest lunch cards are available and can be issued for faculty who join the lunch.

• The Vista at Shaw Hall is now open, and features the Garden Walk, Bread Box, and Main Street. It is a tray-less facility.
• The next hall going through renovations will be Landon Hall.

Campus and City Construction

• Next phase of the steam tunnel and parking lots between Landon and Mayo will be closed for reconstruction. They will also move on to Butterfield in the Brody Complex.
• Butterfield and Landon will be closed in 2013.
• Road construction that will take place this summer includes the traffic circle by Owen—they will be working on the steam lines and making it ADA compliant. This is planned for 100% completion for summer 2014.
• Michigan Ave. and Grand River will be renovated. Sidewalk and road repair begins April 2nd. It will have single lane closure and it will be closed to the east side. Construction runs from Park Lake Road to Michigan Ave.
• You will find the Michigan Department of Transportation brochure that lists information on road construction in the area for 2013 on the Spartan Youth Programs Website and attached to your Pre-College Committee e-mail communication containing January 16 meeting minutes and the February 20 agenda.

View all construction updates here.

Central IT Services and the Non-credit Registration System

• Gherald Rhead and David Shephhard joined the committee meeting discussion and commented on how to upgrade the University’s non-credit registration system, including new releases that update the current user interface.
• Rhead and Sheppard are interested in the pre-college group that offers conferences.
• Central IT wants to know more about the pre-college conferences on campus and the IT issues these programs experience.
• Pre-college programming staff feedback will influence program changes to better reflect and support those types of events from the IT side.
• The non-credit registration system is one way for pre-college programs to enroll and process visiting student participants through a University central online system—the benefit of this system is it can be connected to the Admissions database so that reporting is done automatically!

Please take a moment to fill out the non-degree credit registration system survey.

Pre-College Scholarship

• Glen has gotten a number of volunteers to help review the scholarships. They meet on January 24th, and will report on the recipients at the Feb. 20th meeting.

Pre-College Program Director/Staff Reporting

• Reporting process tutorials will become available on the Spartan Youth Programs page. Notification will go out once it becomes available for Directors to view and use as a resource.
• A walk-through demonstration was provided during the meeting on how to report and submit participant data to University Admissions.
• Similarly, we reviewed the common-survey questions to send to students as a pre- and post-reflection that will be used in the Executive summary.

Annual Report to President Simon

• Report summaries are now available from 29 different programs on campus.
• Copies of the executive summary went out in campus mail. If you have not received copies and would like to, please attend the next meeting to pick up copies for distribution.
• We are approaching 50% reporting participation for annual report summaries.
• Major milestones included hosting this year's Michigan Youth Conference; as well as partnering with Admissions.
• REMINDER: All programs should be reporting their program participant data to University Admissions to receive added consideration for those students on their applications!

Remaining 2012 Committee Meetings (Kellogg Center from 3:30 – 5:00p.m):
Feb. 20 (Room 62)
Mar. 20 (Room 62)
Apr. 17 (Heritage Room)
**End of Minutes.**

**MSU Pre-College Programs are:**
- Designed to educate pre-college age students
- Offered and delivered by MSU faculty and staff or under the guidance of MSU representatives
- Intense in their level of content and number of intentional contact hours
- Purposeful in exposing students to potential careers and academic programs, particularly at MSU

**Collective Goals of MSU Pre-College Programs:**
- Increase participants’ overall interest in college
- Instruct participants in how to access college in some age-appropriate manner
- Better prepare participants for college by giving them information and building skills necessary for success

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