

# Pre – College Committee Meeting Minutes

## Tuesday, September 22<sup>nd</sup> 2014

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### Agenda

1. Introductions
  - a. Attendance
2. Welcome New Leadership Team Member
3. Updates
4. Year overlook – Goals & Objectives  
(Notes from Doug Estry, Hiram Fitzgerald, Jim Cotter)
5. Mental Health Workshop – Proposed March
6. Submitting Data to Admissions
7. Reports
  - a. Accepting Report Summary & Common Survey Evaluation Data
  - b. Deadline to submit December 1<sup>st</sup>

**\*\*Resources Page updated – to include instructions and links to Youth Safety information training and online module.**

**Pre College Common Survey Questions, Final report Template and instructions**

**Addition of MSU Pre-College Committee email: [pccomm@msu.edu](mailto:pccomm@msu.edu)**

Notes:

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## Spartan Youth Programs

Programs and Activities for Pre-K through 12<sup>th</sup> Graders



### Pre-College Committee Resources

#### University Minimal Operational Requirements

- [Conducting Youth Programs on Campus: MDR policies](#)
- [Medical Treatment Authorization Form](#) (June 2014)
- [Media Release](#) (June 2014)
- [Parent-Guardian Consent Form](#) (June 2014)
- [Youth Program Worker and Volunteer Background Check Authorization Form](#)
- [Youth Program Handbook Template](#) (June 2014)
- [Additional Handbook Sample Wording](#) (June 2014)

#### Submitting Program Participant Data to MSU Admissions

- [How to Submit Data and Obtain Reports from MSU Admissions](#) (December 2011)

#### Collective MSU Pre-College Goals and Metrics

- [MSU Pre-College Goals and Committee Mission](#)
  - [Pre-College Collective Survey Questions](#) (January 2013)  
Ask these questions in addition to your specific program evaluation questions.

#### Pre-College Program Reports & Collective Executive Summary

- [Pre-College Reporting Data Common Survey](#) (Google Web Form)
- [Pre-College Program Summary with College/Department & Contacts](#) (March 2012)
- [Pre-College reporting for 2014 Executive Summary Use](#) (June 2014)
- [2013 1-page Program Report Template](#) (November 2013)  
Available in PDF, In Design (INDD), Microsoft Publisher (PUB) and includes a sample report.
- [Updating/Submitting Program Promo Information for Spartan Youth Programs \(SYP\) Site Listing](#) (October 2011)

#### Pre-College Conference

- [2013 Pre-College and Youth Outreach Conference](#)
- [2012 Pre-College and Youth Outreach Conference](#)
  - [2012 Conference Session Proposal Form](#)
  - [2012 Conference Proposal Promotional Flyer](#)
- [2011 Pre-College and Youth Outreach Conference](#)
- [2010 Pre-College Conference Regional Roundtable Summaries](#) (December 2010)

#### Affiliate Program Info

- [Services for MSU Affiliate Group](#) (May 2010)
- [Affiliates Overview for Pre-College Program Committee](#) (May 2010)
- [Request for MSU Affiliate Organization](#) (May 2010)

#### Residence Hall/Conference Planning Info

- [Residential Summer Conference Intake Questions Template](#)

#### Youth Safety Information

- [University Reporting Protocols: Child Abuse, Sexual Assault, and Child Pornography](#)
- [How to Access the Online Module - Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children](#)
- [Memorandum from Kim A. Wilcox, Provost and Vice President for Academic Affairs](#)
- [Library youth safety resources site](#)

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- 1) Denise Blair (manager @ MSU Museum) -Coordinates informal learning network - Group meets on campus twice a year -Give people chance to network, collaborate - Next event is at Abrams Planetarium Oct 10th Email: dblair@msu.edu
- 2) Mental Health Workshop (suggested by Doug Estry) in March 2015 -Dealing with autistic & other disabilities in outreach programs -Highlight resources, reporting protocols -Connected with Deb DeZure (organized workshop on sexual misconduct procedures in 2012) -Workshop will be open to campus at large, psychology (can provide tips for young students)
- 3) Attending Engagement Scholarship Consortium (Hi Fitz is President) -This consortium has grown & possibly can branch out to pre-college programs
- 4) Submit participant data (need to submit with code) -should be submitted 2 months after completion of program. -Students are between 7-10 grades are eligible for scholarship -Top 10% of participants can be submitted (code from Matt Baskell--> SYP website form, click on Information) -Admissions has been tracking 4H program participants from 2010-2013 (those who enrolled in 4H program & enrolled in MSU) - Template may not allow to submit 7th & 8th grade.
- 5) Pre-College survey instrument (given to PCP participants) -need to revise survey originally created by Zach & Judy & Leo. -We would like to automate & make it uniform. Are those questions relevant? Are they addressing program issues? -Put Questions together and get feedback from PCC. -Make more friendly and not use Likert scale -Link to survey is on SYP website.
- 6) Kari is working with web designer of SYP programs to identify Pre-College Programs. Outreach department does not want to create a filter--> might result in bias about quality of program. Amy Biel collects info from programs, program directors will fill out a survey identifying which of their programs are pre-college (comply with 5 criteria). This helps compile Executive Summary (last year only 35/60 PC programs submitted reports). Form is not yet ready. You can send program info to Amy anyways. She will follow up with survey questions.

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7) Idea for MSU to develop an in house training module for sexual misconduct. MSU might add an additional component of approving someone who does the training.

8) New email address- pccomm@msu.edu (future emails will come from this address, everything will be centrally located)

9) Judy explained how pre-college survey was developed from common metrics proposed by Lou Anna Simon. Ends with open ended question on how pre-college programs have impacted their lives. This was not reported in the results. Impact reports should go to pccomm@msu.edu. we are taking raw numbers, not percent.

10) Pre-college programs have to pay a subscription to get numbers from admissions (National Student Clearinghouse) about how many students in their programs joined MSU. Data focuses on numbers by counties etc. It is up to every individual program to buy the subscription. You can combine programs & share the subscription. You can go back as far as 80s. Min subscription starts at \$400 and goes up to \$2000. Need full name and birthday, can also add other categories for search.

11) Will discuss Pre-College programs ad in Alumni Association Magazine. We want to decide something in digital (1 month) or print for next year.

12) Pre-College conference updates (Kari-member of steering committee of PC conference) -Mon Nov 17 -Western Michigan -2015 Conference will be in U of M

13) MCAN is another place to collaborate

14) Mental health Workshop ideas for topics (keynote & panel & break out sessions). Keynote speaker might come form Psychology or Child Development. How to train out staff to handle situations. Health forms don't disclose mental health problems. - dealing with parents who want us to accommodate a child with disability -emotional problems of kids -half day workshop 12 noon-3:30?

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## Pre-College Program Reports & Collective Executive Summary

- [Pre College Reporting Data Common Survey](#) (Google Web Form) → Replace with .doc or .pdf version (provided in Zipped folder)
- [Pre-College Program Summary with College/Department & Contacts](#) (March 2012) → Attach Updated Excel
- [Pre-College reporting for 2014 Executive Summary Use](#) (June 2014)
- [2013 1-page Program Report Template](#) (November 2013) → updated to 2014 doc Available in PDF, In Design (INDD), Microsoft Publisher (PUB) and includes a sample report.
- [Updating/Submmiting Program Promo Information for Spartan Youth Programs \(SYP\) Site Listing](#) (October 2011)

## Youth Safety Information

- [University Reporting Protocols: Child Abuse, Sexual Assault, and Child Pornography](#)
- [Frequently Asked Questions about University Protocols](#) → link or add pdf attached in folder
- [Child Maltreatment Resource Guide](#) → link or add pdf attached in folder
- [How to Access the Online Module - Sexual Misconduct: How Teachers and Other Educators Can Protect Our Children](#) → Outdated Need to be replaced with updated module how to pdf
- [Memorandum from Kim A. Wilcox, Provost and Vice President for Academic Affairs](#) → suggest removing outdated and links to past conference that is not current
- [Library youth safety resources site](#)