

**Vernon College  
Admissions Committee  
Minutes  
January 30, 2012**

- Call meeting to order – Joe Hite called meeting to order at 2:00 p.m.

- Welcome and Attendance:

<u>Member</u>	<u>Present</u>	<u>Not Present</u>
Joe Hite, Chair	X	
Dr. Gary Don Harkey	X	
Melissa Elliott	X	
Sarah Davenport	X	
Diana Shipley	X	
Cindy Corrigan		X
Bettye Hutchins		X
Jackie Polk	X	
Stacy Lallmann	X	
Maria Servin	X	
Megan Ochoa	X	
Sabina Mirik		X

- **Action Item 2** A review of the Committee’s Purpose and Responsibilities was discussed. Mrs. Lallmann made the motion, seconded by Mrs. Elliott not recommend any changes to the Committee Purpose and responsibilities at this time. The motion passed unanimously.
- **Action Item 3** Dr. Harkey made the motion, seconded by Mrs. Davenport to approve the General Admission Policy, Enrollment Procedures, and Admission Categories, with minor changes to TOFEL scores requirements, as presented for publishing in the *2012-13 Vernon College General Catalog*. The motion passed unanimously.
- **Action Item 4** Mrs. Shipley made the motion, seconded by Dr. Harkey to approve the Special Program Admission criteria as presented for publishing in the *2012-13 Vernon College General Catalog*. The motion passed unanimously.
- **Action Item 5** Joe Hite presented the current registration flow chart for the Committee’s review. Mr. Harkey made the motion, seconded by Mrs. Polk to utilize the flow chart as presented for the current on-site Final Registration process. The motion passed unanimously.
- **Action Item 6** Joe Hite discussed the current practice for students appealing admission to the College. A suggestion was made to handle students on “Academic Dismissal” in a more intensive manner to avoid future problems. Dr. Harkey made the motion, seconded by Mrs. Polk to enlist additional Committee members for appeal meetings with students on academic dismissal. The motion passed unanimously.
- **Action Item 7** Dr. Harkey made the motion, seconded by Mrs. Davenport that the College’s Admissions Policies are consistent with the College Mission as currently written in the *2011-12 Vernon College General Catalog*. The motion passed unanimously.