

**Vernon College  
Admissions Committee  
Minutes**

**February 11, 2013  
Monday, 3:30 p.m.**

- Call Meeting to Order – Joe Hite called the meeting to order at 3:30 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 (sent Jeanne Ballard)	X	
Sarah Davenport	X	
Diana Shipley		X
Cindy Corrigan		X
Bettye Hutchins	X	
Belinda Alberry	X	
Jackie Polk	X	
Stacy Lallmann	X	
Maria Servin	X	
Megan Ochoa		X
Sabina Mirik	X	

**Action Items:**

- Dr. Harkey made the motion, seconded by Mrs. Polk to Approve the Minutes of the January 30, 2012 Meeting as presented. The motion passed unanimously.
- The Purpose and Responsibilities for this Committee were reviewed and no changes or suggestions were noted. Thus, no action was taken.
- After reviewing the current Policy, Procedures and Categories, Mrs. Lallmann made the motion, seconded by Mrs. Ballard for Approval of the General Admission Policy, Enrollment Procedures, and Admission Categories, with minor changes or corrections, for the *2013-2014 Vernon College General Catalog*. The motion passed unanimously.
- The Program Admission Requirements were reviewed for CSME, EMSP, HITT, RNSG, VNSG, PHRA, and SRGT. Several changes and spelling corrections were noted. Mrs. Davenport made the motion, seconded by Maria Servin to Approve the Special Program Admission Requirements criteria for the *2013-2014 Vernon College General Catalog* as presented, with discussed minor corrections. The motion passed unanimously.
- Recent revisions to the onsite registration process flow chart were discussed reviewed. Days and time allocations for each category were also discussed. Mrs. Ballard (attending for Mrs.

Elliott) made the motion, seconded by Mrs. Mirik to Approve the current Registration Flow Chart as presented. The motion passed unanimously.

- Joe Hite detailed the process for students appealing admission to the College as outlined in the *General Catalog*. Current practices for different appeal levels were also discussed. The consensus of the Committee was to further emphasize the seriousness placed on student success and increase staff participation in required face to face meetings. Mrs. Davenport made the motion, seconded by Mrs. Ballard to Approve the current practices for admission appeals with changes noted. The motion passed unanimously.
- Dr. Harkey made the motion, seconded by Mrs. Polk to Approve that current Admissions Policies are consistent with the Mission of Vernon College. The motion passed unanimously.
- There being no further business, Mrs. Lallmann made the motion, seconded by all, to adjourn the meeting at 4:45 p.m.