

# ADMISSIONS COMMITTEE REPORT

<b>Program Area (s)</b>	<b>Admissions and Enrollment</b>
<b>Chair:</b>	Sarah J. Tanzer
<b>Committee Members:</b>	Nannette Banks, overseeing the transition (2021-May, 2022); Leslie Diaz-Perez, Senior Director of Admissions (beginning August 2022); Gina Lackland, Assistant to the Admissions and Enrollment Office; Rob Worley, Jina Kang (through fall 2022); Jenny McBride (until September 15, 2022), Associate Dean of DMin Programs; Ozzie Smith (beginning October 2022), Interim Dean of DMin Programs; David Watkins, Assistant Director for Student Services; Nate Ramsey, Director of Student Financial Planning (ex-officio), Steed Davidson, Dean (ex-officio).
<b>Date submitted</b>	November 15, 2022

## 1.0 EXECUTIVE SUMMARY ( these are my observations from the last year):

The purpose of this report is to summarize the discussion and recommendations made at the Admissions Committee meeting(s) held on September 7, 2021 through October 6, 2022. This report will also be used as the Annual Review report for program quality and college accreditation purposes.

Matters brought for discussion at these meetings include:

- Current admissions, recruitment and enrollment data for all programs
- The Impact of the Pandemic on Enrollment
- Strategic goals of the Admissions and Enrollment office for the academic year
- Recruitment plan and updates on recruiting for various programs (certificates and degree programs) and the development of a recruitment calendar; Reviewing and rethinking what goes into our recruitment plans
- Tracking deadlines for doing the work of Admissions and Enrollment
- Re-imagining the Admissions and Enrollment Office during a period of transition and thinking about how the Admissions Committee might proceed during the transition
- The process of reviewing admissions applications and applications file review criteria
- Collaboration with the Trinity Christian College around the specifics (marketing, recruitment, etc. ) for a dual degree program between our two institutions
- Evaluating and revising the Master's and D.Min. Applications
- Developing an on-line application process and making it a reality
- International Scholarship awards and enrollment

The committee/faculty convener recommends the following:

- That the D.Min Application be re-evaluated, revised and improved
- That the Masters and Certificate Applications be re-evaluated, revised and improved
- That the Admissions Committee presents to the faculty a proposal to remove the background check section from all McCormick applications with the evidence in support of this
- That we work with the IT staff to get the revised applications on-line over the summer or as quickly as possible

**Appendix A** provides an action plan that details how these recommendations will be implemented:

- At the December 2, 2021 meeting of the Admissions Committee, the committee decided that we need to reimagine and revise the Master's and DMin applications. (Minutes of the meeting attached)
- For our February 3, 2022 meeting we set aside time to bring the process of re-evaluating, revising and improving the DMin application. This included going through the application with changes proposed by Jenny McBride, the Associate Dean of DMin programs. Dean McBride also presented the case for doing away with background checks that the committee agreed with and asked her to present that for approval to the entire faculty. (Agenda and minutes of the meeting attached; Also attached: Copy of the DMin Application with proposed changes noted and the Talking Points around background checks)
- At the February 10, 2022 faculty meeting the Admissions committee with Dr. McBride as our spokesperson presented the case against continuing to use background checks at McCormick. This was affirmed by a vote of the faculty (Minutes of the faculty meeting are attached).
- At the March 3, 2022 Admissions Committee Meeting, the revised DMin application was received and plans were made to implement it. (Agenda and minutes attached, along with the revised DMin application)
- At our April 7, 2022 meeting we decided the DMin application was ready to go and we established a priority for getting both the DMin and Master's applications established as online applications over the summer of 2022. This was done in consultation with the McCormick IT team. This meant that we would be reimaging and revising the Master's application during the summer (to have it ready to go online) and that other program applications would be revised and made ready for online applications after the DMin and Masters applications were available online. (Agenda and minutes attached)
- In early May, 2022, Jina Kang, Gina Lackland and Leslie Diaz-Perez worked on revising the Master's application and sent it to the Admissions committee members for suggested changes on May 24, 2022. (email and Revised Master's application attached).
- On September 14, 2022, the Senior Director of Admissions met with an online consultant to begin the process of getting the Master's and DMin applications online. This has been more complicated than we originally thought with resulting delays. Please see the attached timeline.

Convene the November 3, 2022 Meeting:

## **2.0 INTRODUCTION you are presenting this report to the committee this Fall:**

The purpose of this report is to summarize the discussion and recommendations of the Admissions committee meeting(s) held November 3, 2022. This report, which will also be used as the Annual Report for program quality, will provide details on the matters brought to the meeting from the various program teams, in addition to matters pertinent to the quality of the program. The Admissions committee discussions should include an analysis of the faculty course summary reports that have been completed over the previous year. The report will also include an analysis of the blended learning strategy, its implementation, use and impact on the programs for the academic year.

Members Present (The Fall members):

Leslie Diaz-Perez, Senior Director of Admissions (beginning August 2022); Gina Lackland, Assistant to the Admissions and Enrollment Office; Ozzie Smith, Interim Dean of DMin Programs; David Watkins, Assistant Director for Student Services; Nate Ramsey, Director of Student Financial Planning (ex-officio), Steed Davidson, Dean (ex-officio); Sarah Tanzer,

Admissions Committee Chair.

### 3.0 DISCUSSION:

This section will provide a summary of the key matters discussed at the meeting, for this please see a copy of the Minutes of the November 3, 2022 meeting (in Enclosures).

#### **Summary of Discussion:**

- The Committee read the report and approved it, suggesting a few points about how it might be formatted . We recognized that this work is ongoing: we are still trying to get the applications up and running online. Once we have both Master's and DMin applications available online, we will turn to the applications for other programs to reimagine and revise those applications (e.g., the Certificate programs, etc.), and of course we will need to see how these new applications work out and make any revisions accordingly.

#### 4.0 RECOMMENDATIONS:

The Admissions Committee has set an agenda for the 2022-23 academic year's work that includes the following (See the Agenda and Minutes from October 6, 2022):

- Identify and establish threshold standards for admission
- Evaluate and reimagine the process for evaluating applications
- Think through what a wholistic review of an applicant would look like and develop a wholistic rubric to use in the process
- How do we identify to “story” behind an applicant and maintain balances (e.g., academic, ministry qualities, community service, etc.) as we evaluate applications
- What are the programmatic implications of the admissions decisions that we are making?
- In what ways should we consider the resources we have available to assist potential students when we make admissions decisions?

#### 5.0 ENCLOSURES:

The following documents are attached to provide supporting evidence:

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- Minutes of the December 2, 2021 Admissions Committee Meeting
- Agenda and minutes of the February 3, 2022 Admissions Committee meeting
- Copy of the DMin Application with proposed changes noted
- Talking Points around background checks
- Minutes of the February 10, 2022 faculty meeting
- Agenda and minutes of the March 3, 2022 Admissions Committee Meeting
- Final version of the revised DMin application
- Agenda and minutes of the April 7, 2022 Admissions Committee Meeting
- May 24, 2022 email from Gina Lackland to Admissions Committee members
- Final version of the revised Master's application
- Revised Timeline for getting DMin and Master's applications online “Online Digital Application Work”
- Agenda and Minutes of the October 6, 2022 Admissions Committee Meeting
- Minutes of the November 3, 2022 Admissions Committee Meeting

#### 6.0 CONCLUSION:

<Insert conclusion>

