

ADMISSIONS COMMITTEE REPORT

Program Area (s)	Admissions and Enrollment
Chair:	Sarah J. Tanzer
Committee Members:	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).
Date submitted	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 meetings 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 and D.Min. applications
- Developing an online 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 online 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 Masters and DMin applications. (Minutes of the meeting attached)
- For our February 3, 2022 meeting, we set aside time to begin 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 are attached. Also attached is the 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 Masters 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 an online application process (e.g., the certificate programs) 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, Leslie Diaz-Perez, 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 resulting in delays. Please see the attached timeline. (Online Digital Application Work attached)

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 held on 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 attached Agenda and Minutes from October 6, 2022):

1. Review ideas from 2021-2022 on recruitment and propose a strategic recruitment plan for institutional consideration.
2. Identify and establish threshold standards for admission.
3. Evaluate and reimagine the process for evaluating applications.
4. Think through what a wholistic review of an applicant would look like and develop a wholistic rubric to use in the process.
5. How do we identify the "story" behind an applicant and maintain balances (e.g., academic, ministry qualities, community service, etc.) as we evaluate applications?
6. What are the programmatic implications of the admissions decisions that we are making?
7. In what ways should we consider the various resources we have available (i.e. scholarships, grants, types of academic, technical and pastoral student support, etc.) to assist potential students when we make admissions decisions?

5.0 ENCLOSURES:

The following documents are attached to provide supporting evidence:

- 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
- The 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
- The 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:

The process of reimagining and revising the admissions applications continues as we work at getting these applications available in an online format. We recognize the need to continue to reimagine and revise these as we address our agenda for this academic year and as our programs evolve.

The Admissions Committee has identified 4 priorities for its work during the 2022-23 academic year. The committee's priorities include:

1. Evaluating the current review practice for evaluating admission applications;
2. Creating a uniform process for admitting applicants that includes a holistic review of an applicant; As a part of this, we will create a rubric for application review and applicant interviews.
3. Proposing a strategic recruitment plan for institutional consideration and implementation;
4. When available, review the online application and work on edits that may be needed as we continue the process of reimagining and revising applications for other programs that the Seminary offers.

Enclosure A
Admissions Committee meeting minutes for December 2, 2021

**Admissions Committee Meeting Minutes
AY 2021-2022 / Meeting 4
December 2, 2021**

Present

Sarah Tanzer, Jenny McBride, Nannette Banks, Steed Davidson, David Watkins, Jina Kang,
Gina Lackland

Absent

Rob Worley, Nate Ramsey

Opening Prayer

Approval of minutes from last meeting (November 4, 2021) - page 2: "File Reviews": corrections made to typographical errors – approved/accepted with corrections made.

Files Reviews

Committee members were asked to submit file reviews prior to the Winter break.

We have eight (8) international applications under review for Fall 2022; two have been admitted and the others will require completion of the admissions process (interview by Rob Worley).

Gina Lackland presented to the Committee, former student, Sheila Nuness, who would like to return to McCormick since her departure in 2012 in the MTS program. She has since been enrolled at Luther Seminary (St. Paul, Minnesota). Sheila would like to return to McCormick and be reclassified into the M.Div. program in addition to a review of transfer credits from Luther Seminary. In 2016, a letter of "administrative withdrawal" was forwarded to Sheila Nuness. David Watkins will conduct a review of her file to determine re-admission to McCormick. Steed Davidson advised that an interview with Sheila Nuness take place as part of the re-admission consideration process.

File Review Criteria

Jina Kang inquired if there is written criteria or a rubric for how to evaluate (DMin) files. In response, Jenny McBride stated there are no "written criteria" other than rating various areas of the application numerically with "1 thru 5" (1 being the lowest rating; 5 being the highest rating). Jenny McBride advised that those reading files review the application with an emphasis on the governing board assessment to determine whether the applicant's ministry context is being supported. Also, they need to review the essay to determine if the essay questions are being answered and if the applicant is clear about their ministry context and demonstrates a robust presence in their ministry. Dean McBride also advised that the file readers review the transcripts looking for appropriate academic performance (ideally "B" average or above). The Committee can plan for a further discussion to develop written criteria or a rubric to use for file reviews.

File Review follow up for Korean/DMin applications

Jenny McBride is scheduling a meeting with DaeSung Kim to implement the transition to more Korean language individuals to assist in the Korean DMin program file reviews/evaluations.

Reimagining/revisions to the Master's and DMin applications

Steed Davidson suggested the development of objective standards to re-evaluate /revise applications (both DMin and Master's), particularly in the area of academic references/recommendations. A goal of the objectives would be to provide the reviewer with a sharper, clearer evaluation of the applicant's intellectual/academic ability. The Committee can consider reimagining our application process to develop better questions for the (academic) reference which will enable us to better evaluate the applicant.

Committee Functions and Reporting

Nannette Banks inquired about the reporting criteria/process for Committee meetings: what information is needed and what is to be reported to the Committee.

Sarah Tanzer suggested that going forward it would be helpful for the Committee to look at recruitment and marketing material (brochures, etc.). Steed Davidson suggested that in addition to reporting on Admissions data; the Committee review required policies, admissions policies, in addition to Committee feedback on marketing material, forms, applications, etc.

Nannette Banks inquired about the components of our Committee's agenda for each meeting. She suggested that a review of prior agendas would be helpful to review the topics.

Sarah Tanzer suggested that for upcoming Committee meetings, we use a component of the agenda to review applications. For the reporting component of the agenda, Nannette Banks can report on the progress of the Admissions department. Sarah Tanzer asked that the Committee consider for our next meeting a discussion/workshop on revisions/updates to the DMin application.

Sharing applications for the file review process

Jina Kang asked the Committee to consider the process for how we share applications/files, which have confidential information. Can the Committee consider "safe practices" to guard applicant's privacy and identity?

The Committee discussed the need for electronic application submission, what data is needed on the application while adhering to "safe practices" and use of applicant information. In addition, does our new database, "Colleague", have the capability for electronic application submission?

Items for Follow up

David Watkins will follow up with the IT department to inquire as to our new system's ability to use an electronic application submission process. Sarah Tanzer will also follow up on this matter.

Sarah Tanzer, Nannette Banks, Gina Lackland will follow up to develop the agenda for the next meeting.

A plan for the next meeting is to have a "constructive workshop" to re-evaluate/revise/improve components of the (DMin/Masters) applications.

Nannette Banks will distribute the brochures/marketing material for the Committee's review.

Meeting Adjourned

Next Meeting, February 3, 2022

Enclosure B
Admissions Committee agenda and minutes for February 3, 2021

Admissions Committee

Agenda

February 3, 2021

- I. Open with Prayer
- II. Minutes from December meeting
- III. 10:00-10:20: Reports and Updates (Gina Lackland and others involved)
 - Admitted students for Upcoming Program starts
 - Previous Recruitment events:
 1. Joint Seminars Recruitment event (January 25th and 27th)
 2. Explore D. Min. Program event (January 20th)
 - International Scholarship Disbursements for Fall 2022 (Nannette Banks)
- IV. 10:20-10:30: Review of New Brochures and Marketing Material (Nannette Banks)
- V. 10:30-11:25: Re-evaluating, Revising and Improving D. Min. Applications (Jenny McBride)

The revised D.Min. application includes suggested changes in the comments. One of those changes is to remove the background check section from all MTS applications. We do have approval for this from the president. Included in the attachments is a handout on studies and main points about the issue of removal of background checks from an application.
- VI. 11:25-11:30: Anything we need to be thinking about for our next meeting?

Next Meeting: March 3

**Admissions Committee Meeting Minutes
AY 2021-2022 / Meeting 5
February 3, 2022**

Present

Sarah Tanzer, Nannette Banks, David Watkins, Jenny McBride, Jina Kang, Nate Ramsey,
Robert Worley, Gina Lackland

Absent

Steed Davidson

Opening Prayer

Committee minutes accepted and approved from last meeting (December 2, 2021)

Reports and Updates

The start of the Black Church Studies (BCS) program for Spring 2022 admitted one (1) student. For the Master's Fall 2022 start, we have 7 admitted students and 2 pending applications; all are international students. At this time, there are no domestic applications. In addition, the DMin in Preaching has two (2) admitted students and one (1) pending application. The Summer Residency for the DMin in Preaching program begins June 2022. The two (2) pending Master's applications currently in review should be submitted as soon as possible this week.

Recruitment Events

PCUSA Joint Seminaries event on January 25 & 27 had 45 attendees overall. McCormick yielded interest of 14 (32%) of the total attendees. Further follow up is on-going for outreach to those inquiries who indicated interest in McCormick programs.

The DMin Explore event held on January 20th was attended by 3 prospective applicants. One of the three has submitted the application and has been admitted. Outreach will be made to the others regarding their program of interest and the next steps forward with the application process.

Update on international scholarship awards for Fall 2022

Nannette Banks reported that she, Nate Ramsey and Rob Worley met to discuss the international scholarship applicants and the budget available for international new admitted students. There are eight (8) newly admitted international students for Fall 2022. Nate Ramsey and Rob Worley will meet to decide on the allocation of specific awards. Scholarship recipients will receive their award notification letters next week.

Nate Ramsey reported that a budget of approximately \$66,000 - \$70,000 maybe be available for the new admitted students for Fall 2022. At this time, scholarships are being awarded to international admitted students. Per the advice from President Crawford, they will move forward to meet the cost of \$26,000 for 4 international students. Rob Worley added that the housing costs may increase which may result in an increased budget.

Sarah Tanzer asked if the available budget would allow for both domestic students and international students to be awarded funding. The aforementioned budget of \$66,000 - \$70,000 is for the new admitted

international students for Fall 2022. Rob Worley explained that as scholarship recipients graduate, those funds could be released and awarded to new admitted students, both international and domestic. Also, those 4 (international) students who are not given scholarships for this Fall 2022 will be asked to defer to 2023 when there is a possibility that additional funding will be available.

Jenny McBride asked Rob Worley to forward her information regarding Hyde Park housing costs so that she can share with DMin students. Rob responded that the housing team has and will provide assistance and guidance with locating available housing for DMin students.

New Brochures and Marketing Material

The review of brochures and marketing material deferred to the next meeting

Re-evaluating, revising and approving the DMin application

Jenny McBride shared her comments for revisions to the DMin application. She asked if the TOEFL requirement is needed on the application. Steed Davidson forwarded his written comments that the TOEFL exam is for international students where English is not their primary language and since the DMin programs have limited recruitment internationally, the TOEFL requirement may not be necessary. However, Master's admissions does recruit international students. Jenny McBride suggested that since the Ecumenical DMin program does recruit international students, the TOEFL or English language proficiency requirement may remain in place for this program.

Jenny McBride suggested that under the "ecclesial status" section of the DMin application; applicants with more than one ministry site in which they could do their DMin work should list the sites and indicate which context would be the focus of their DMin work.

She also suggested adding a statement (see comments on revised DMin application) that acceptance to the DMin program requires a GPA of 3.0 or higher. If the applicant's transcript records a GPA of 3.0 or lower, to provide an explanation of their academic performance at the time, and to describe what study skills or capacities they have acquired since then to equip them for doctoral level work.

She advocated for removing the background check from all applications (see comments and handout on revised DMin application). She shared on the handouts, information on industry practices and discussions around the use of background checks. The requirement of the background check may prove to be counter to McCormick's commitments and values to our many initiatives: SBI, the Trauma and Healing initiative and the Center for Reparative Justice. Conversations have been on-going among our institutional leadership to figure out the best way to remove the requirement of criminal background checks for applicants. Please refer to the handout for additional "talking points".

Steed Davidson forwarded his comments to be read to the committee regarding removal of the background check from applications. He did comment that both he and President Crawford agree with the data and are committed to the process of removing the background check requirement. However, the Committee should be aware that this policy has embedded itself in several aspects of our educational policy. Further discussions are needed before we can move forward on this.

Next, Jenny McBride raised issues with how we currently receive references for DMin applicants. Emailing references and postal mailing of references both present privacy issues and are not industry standard. We need to have electronic applications. The committee was made aware by David Watkins

that our new “Colleague” database does not have an on-line application process. A separate “add-on” feature would be required to enable us to have an on-line application process. He also suggested we reach out to Faculty for their input and support in developing an on-line application process. Jenny suggested that until we have an electronic on-line application process, the applicant can submit the application documents either by email or postal mail.

The committee discussed whether to maintain the social security number should on the application itself. The Seminary will decide where the social security number is needed and work out the details with the Admissions Office and Finance Office about how the Colleague database can be used to gather this information. Sarah Tanzer suggested perhaps we reach out to other users of Colleague or other Seminaries to ask how they are addressing the matter of acquiring social security numbers.

Jina Kang commented that as we re-imagine and make revisions to our applications that we determine what information should be gathered during the application process and information needed at the admitted student phase.

Rob Worley suggested that we consider removing from the VISA expiration information section from the application. However, it should be noted that some applicants do have an active VISA in place (such as an active VISA if there are transfer students or are in the country under a “pastoral” job/employment VISA which is more common with international DMin applicants than Master’s international applicants).

Items for follow up

Reach out to the Faculty for their input and support in developing an on-line application process.

How do we move forward with the revisions to the applications and incorporate the revisions into our Colleague system? Nannette Banks suggested that we invite the IT Department (Barbara Fassett) to a meeting to be updated on Colleague and the benefits the system has for the admissions/application process.

Jenny McBride asked that we revise the language regarding references on the DMin application to consider adding a rubric to the reference (peer and denominational) document in addition to providing a letter.

Nate Ramsey will follow up with the Finance Department and President Crawford regarding 2023 scholarship budget funding level for offers to those admitted students in 2022 who did not receive awards.

Committee will review the brochures and marketing material.

Meeting Adjourned

Next Meeting on March 3, 2022

Enclosure C

Doctor of Ministry application with proposed changes noted



APPLICATION FOR ADMISSION

Doctor of Ministry

Note: Applications for the Ecumenical Doctor of Ministry Program and the ACTS Doctor of Ministry in Preaching Program may be obtained by contacting the Office of Admissions and Enrollment.

5460 S. University Ave, Chicago, IL 60615 | 800.228.4687 ext. 6276 | www.mccormick.edu





Thank you for your interest in the Doctor of Ministry program at McCormick Theological Seminary. All documents submitted in support of this application become the property of McCormick Theological Seminary and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential by the Office of Admissions and Enrollment.

All materials must be received by the due date in order for your application to be considered complete. Keep a copy of the completed application packet for your files. For questions, please contact the Office of Admissions and Enrollment at 773.947.6276 or admit@mccormick.edu.

APPLICATION CHECKLIST

The following items must be submitted in order for your application to be considered complete:

- \$50 application fee (non-refundable)
- Official, sealed transcripts** of all academic work beyond the high school level regardless of whether a degree was awarded.
- Application Form
- Work History
- Admissions Essay
- Background Check (per enclosed instructions)
- Governing Body Assessment

Two letters of reference (submitted in sealed envelopes):

- Peer in Ministry
- Denominational Staff

If English is not your first language:

- TOEFL score

DEADLINES

Applications for the Doctor of Ministry program are due by: **October 1** for matriculation in January

Applications are considered on a rolling basis. Please note, admitted students may take a May and/or October elective before the official January cohort start, if desired.

SUBMISSION

You may submit your application form with transcripts and references via post or email to admit@mccormick.edu. A writable PDF application form may be found on the McCormick Website (www.mccormick.edu).

Please mail your completed application to:

Office of Admissions and Enrollment
McCormick Theological Seminary
5460 S. University Avenue, Chicago, IL 60615
admit@mccormick.edu

Note: All McCormick students are expected to develop the English language skills essential for full participation in the Doctor of Ministry program. **TOEFL scores must be submitted to the above address.**

Commented [MOU1]: Discussion: Do we still need this requirement? To my knowledge, we have not been asking for this for students in the bilingual cohorts.

CONCENTRATION

Please indicate the Doctor of Ministry program for which you wish to apply.

- Pastoral Care Doctor of Ministry Korean Doctor of Ministry
 Prophetic Leader Doctor of Ministry Undecided

Anticipated Entry Date: January (year)

PERSONAL INFORMATION

Name (Last/First/Middle)		Other Names Used	
<input type="text"/>		<input type="text"/>	
Home Address (Street)		City/State/Zip/Country	
<input type="text"/>		<input type="text"/>	
Workplace & Address (Business name/street)		City/State/Zip/Country	
<input type="text"/>		<input type="text"/>	
Home Phone	Work Phone	Mobile Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail Address		Name of Spouse / Partner	
<input type="text"/>		<input type="text"/>	
Date of Birth (Mo/Day/Year)	Place of Birth (City/State/Country)	Social Security Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country of Citizenship	If not a U.S. citizen, what is your U.S. VISA classification?	VISA Expiration Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

If English is not your first language, you are required to provide a TOEFL assessment score.

HOW DID YOU HEAR ABOUT US?

Please indicate how you first learned about the McCormick Doctor of Ministry program:

- Advertisement (where:) McCormick Website Internet Search Engine
 Brochure Seminary Publication: (Online Print)
 Alumni Other

ECCLESIAL STATUS

What is the name of primary place of ministry?	What is your denominational affiliation?
<input type="text"/>	<input type="text"/>
What is the governing body in your denomination to which you relate?	Date of Ordination
<input type="text"/>	<input type="text"/>

Commented [MOU2]: SUGGESTED ADDITION: If you have more than one ministry site in which you could do your DMin work, please list them here. Then identify which context will be the focus of your DMin course work and thesis project.

EDUCATION BACKGROUND

List chronologically all colleges, universities and seminaries attended, regardless of degree completion, using a separate sheet if necessary (official transcripts from all schools are required for admission):

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

List academic honors, prizes, fellowships or scholarships you have received or honor societies to which you belong. Additionally, are there any particular factors or circumstances (e.g. financial, health, family) that should be considered when appraising your academic record? If so, please explain (attach a separate list, if necessary):

WORK HISTORY

Please attach a listing of your work experience to this application (title, place and date of your present and past professional positions). You may use a resume, Personal Information Form or curriculum vitae for this purpose.

CERTIFICATION

This certifies that the undersigned has completed this application and all information contained in this application is factually correct and honestly presented.

Signature	Date

ADMISSIONS ESSAY

The doctor of ministry degree requires competency not only in the practice of ministry but also in the academic skills of analysis and writing, culminating in the forty-page thesis article. Therefore, the committee will be assessing the following essay in terms of both content and clarity.

Please provide an essay (8-12 pages, 12 point font, double spaced, name in header), in which you address the following:

1. Describe in detail your ministry context and your leadership role within this ministry.
2. What aspects of your ministry are going particularly well? What gives you the most energy in this context?
3. Please name and describe in detail one or two challenges in your ministry context that you might like to address in this D. Min program.
4. What about McCormick's D. Min program is most conducive to addressing those challenges and increasing your growth as a minister?

5. Acceptance into the DMin program requires a GPA of 3.0 or higher. If your transcripts record a GPA lower than 3.0, please provide an explanation of your academic performance at the time. Please also describe what study skills or capacities you have developed since then that equip you for doctoral level work.

BACKGROUND CHECK & STATEMENT OF INTEGRITY

Seminaries seek to be communities where students, faculty and staff live within a covenant of hospitality, trust and safety. These covenantal commitments are foundational to the mission of McCormick Theological Seminary, which is to foster academic excellence, formation for Christian ministry and faithful witness in mission. Furthermore, as seminaries are charged with the preparation of their students for ministry, they also are responsible for students serving in congregations and agencies in which they are placed. Their responsibilities are theological, ethical and legal. Theologically, seminaries are responsible for creating an environment that nurtures and sustains their objectives in theological education. Ethically and legally, seminaries are responsible if a student's abuse of power or role endangers or violates members of the seminary community or the congregations or agencies in which s/he serves. For these theological, ethical and legal reasons, McCormick Theological Seminary requires background checks as part of the admissions process for all entering Doctor of Ministry students.

By signing this agreement, I freely and voluntarily authorize McCormick Theological Seminary and/or its agents to receive a criminal background check that I will provide via www.castlebranch.com*

I understand that a criminal history may not automatically disqualify me from admission to McCormick Theological Seminary.

*Go to www.castlebranch.com and enter the package code MF77 in the "Place Order" field.

I also understand that failing to reveal and/or falsifying information relating to my application will result in denial of my application, or revoking of my admission.

If you carry a criminal history, please check this box: (Include an explanation of circumstances with your application)

Signature

Date

Statement of Ethics and Integrity

By the submission of this application, I certify that the information provided in this application is complete and accurate. I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized formation is sufficient cause for terminating my application, revocation of all offers of admission and financial assistance and/or termination of enrollment. Furthermore, I authorize the persons or entities to provide any relevant information to McCormick Theological Seminary for use in evaluating my application for admission and waive any required notice to me. I understand and agree that all submitted application materials are the property of McCormick Theological Seminary and will not be returned and that the application fee is not refundable under any circumstances.

Signature

Date

Commented [MOU3]: SUGGESTION: To remove background checks from all McCormick applications. We are moving in this direction as an institution. See McBride handout, summarizing reasons for this and studies on the issue.

REFERENCES

Please ask two individuals, other than relatives, who can write thoughtfully about your personal and vocational qualifications, to provide recommendations on your behalf. Have these persons [email the letter directly to the admissions office at admit@mccormick.edu](mailto:admit@mccormick.edu).

PEER REFERENCE

This reference should be completed by a colleague in ministry who knows you and your work. For example, if you work on a church staff, the peer reference could be one of your ministerial colleagues. Your peer reference could also be a minister from a nearby church or social service agency who is familiar with your work. It could also be someone with whom you have worked in the past.

Name	Position
<input type="text"/>	<input type="text"/>
Address (Street)	City/State/Zip/Country
<input type="text"/>	<input type="text"/>
Phone	E-mail Address
<input type="text"/>	<input type="text"/>

DENOMINATIONAL STAFF REFERENCE

This reference should be completed by a staff person in the regional denominational body to which you are accountable or in which you participate. This person (e.g., an executive presbyter, bishop, district superintendent) should be familiar with you and your work.

Name	Position
<input type="text"/>	<input type="text"/>
Address (Street)	City/State/Zip/Country
<input type="text"/>	<input type="text"/>
Phone	E-mail Address
<input type="text"/>	<input type="text"/>

Deleted: return the completed references to you, in sealed envelopes, for you to submit as part of your application. Please ask your references to sign their names on the back of the envelope, where the flap forms the seal.

PEER REFERENCE

This is an important reference for evaluating readiness for study in a Doctor of Ministry program. Your evaluation will be used for the purpose of helping the Faculty Committee on Admissions determine whether the applicant should be admitted to the Seminary. After the Committee has made its decision, this reference and all others submitted on the applicant's behalf will be destroyed and, therefore, will not be part of the student's educational record if she or he matriculates at the Seminary.

Please keep a copy of this form for your records and [email the letter directly to the admissions office at admit@mccomick.edu](mailto:admit@mccomick.edu).

I understand that I waive my right to review this reference.

Applicant's Signature

TO THE REFEREE

This reference form should be completed by a colleague in ministry who knows the applicant and her or his work, and who can evaluate her or his readiness to participate in a Doctor of Ministry program.

Name of Applicant

In your letter, please give your candid assessment of the applicant, covering the following areas:

- The strengths and limitations of the applicant as a minister
- Additional knowledge or skills that increases the applicant's effectiveness and faithfulness in ministry
- How the applicant handles conflict
- How the applicant works with others in group settings
- Any limitations in the applicant or her or his situation that might limit this person in the practice of ministry

Place a rubric here like in the masters level application, asking referees to rate candidates based on a number of qualities

Date

Phone

E-mail

Signed

Printed Name

Position

Name of Congregation or Institution

Address (Street)

City/State/Zip/Country

Commented [MOU4]: Place this whole section on the previous page under Peer Reference. I suggest this because most letters do not comment on the bullet points laid out. The applicants may not be showing the referees this section.

Deleted: return the signed original in a sealed envelope to the applicant requesting this reference. Also, please sign the back of the envelope, where the flap forms the seal. The unbroken seal with your signature ensures the confidentiality of your reference.

Deleted: On an additional sheet

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Commented [MOU5]: If we add the rubric here, how best will the referees send it in? When will we have an on-line application?

DENOMINATIONAL STAFF REFERENCE FORM

This is an important reference for evaluating readiness for study in a Doctor of Ministry program. Your evaluation will be used for the purpose of helping the Faculty Committee on Admissions determine whether the applicant should be admitted to the Seminary. After the Committee has made its decision, this reference and all others submitted on the applicant's behalf will be destroyed and, therefore, will not be part of the student's educational record if she or he matriculates at the Seminary.

Please keep a copy of this form for your records and [email the letter directly to the admissions office at admit@mccomick.edu](mailto:admit@mccomick.edu).

I understand that I waive my right to review this reference.

Applicant's Signature

TO THE REFEREE

This reference form should be completed by a staff person serving in the regional denominational body to which the applicant is accountable or to which she or he relates. This staff person (e.g., executive presbyter, bishop, district superintendent) should be someone who knows the applicant and her or his work, and who can evaluate her or his readiness to participate in a Doctor of Ministry program.

Name of Applicant

In your letter, please comment on the following:

- Professional service to the church
- Clarity of commitment to advanced degree studies in professional ministry
- Personal attributes and family situation as relevant to her or his ministry
- Readiness and ability to enter a program of graduate study at this time
- Relationship to church activities, bodies or programs beyond the local congregation (e.g., committees, councils, boards of presbytery, conference, association, synod, region)

Place a rubric here like in the masters level application, asking referees to rate candidates based on a number of qualities.

Date Phone E-mail

Signed Printed Name

Position

Name of Congregation or Institution

Address (Street) City/State/Zip/Country

Doctor of Ministry Application

Commented [MOU6]: Place this whole section on the previous page under Peer Reference. I suggest this because most letters do not comment on the bullet points laid out. The applicants may not be showing the referees this section.

Deleted: return the signed original, in a sealed envelope, to the applicant requesting this reference. Also, please sign the back of the envelope, where the flap forms the seal. The unbroken seal with your signature ensures the confidentiality of your reference.

Deleted: On an additional sheet.

Commented [MOU7]: If we add the rubric here, how best will the referees send it in? When will we have an on-line application?!

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GOVERNING BOARD OR PERSONNEL COMMITTEE ASSESSMENT

McCormick Seminary requests that you meet with the governing board of the congregation or agency in which you are currently employed. Terminology varies for this group (session, vestry, board of directors, administrative board or council); it should be whatever ruling body is responsible for policy and program decisions. If you are employed in a setting that does not have such a body, please meet with the group that functions as a Personnel Committee.

Please use the following to orient the board for this discussion:

Your minister is applying for admission to the Doctor of Ministry program at McCormick Theological Seminary. McCormick views you as essential partners in this program. Since each course in this program requires an integrative project in the practice of ministry, a student can only complete this program with your knowledge, cooperation and support.

McCormick therefore requests that you complete the following assessment. **This is not a recommendation to the program.** It is intended as feedback to the applicant about what might best contribute to her or his personal and professional growth. This assessment is designed to heighten the applicant's self-awareness and to assess her or him in fashioning learning goals for the program.

Please provide, on a separate sheet of paper, a typewritten summary of your discussion (three to five pages, double-spaced). *This summary must be signed by the governing board's clerk or secretary. Return this summary to the applicant.* Do not send it directly to McCormick Seminary. Thank you for your participation.

Use the following questions to guide your discussion:

(Feel free to adapt them to your particular setting.)

- 1 In the course of her or his work, what tasks and responsibilities do you expect the applicant to perform?
- 2 In order to equip the applicant for more effective and faithful ministry, what educational recommendations would you make to her or him?
- 3 What do you hope will happen to your congregation or organization as a result of the applicant's participation in a Doctor of Ministry program?
- 4 Students in McCormick's Doctor of Ministry program are expected to integrate course learnings into their practice of ministry. Each course requires a ministry project in which course theory is brought to bear on particular challenges in the congregation's (or organization's) life. Are you willing to be co-learners with the applicant in these projects?
- 5 What barriers do you see to the applicant's participation in this program?
- 6 What support are you willing to provide the applicant (study leave, tuition assistance, etc.)?
- 7 If the applicant is part of a multiple-staff setting, how will other staff members support the applicant's participation in the program?

Enclosure D
Talking points around Background Checks

TALKING POINTS

for speaking with university and college representatives:

BEST PRACTICES:

- **Studies on the impact of criminal background checks consistently recommend that colleges limit their use or remove them altogether.**

AACRAO Report (2019): In a 2019 report, the American Association of Collegiate Registrars and Admissions Officers, a professional association with 11000 members at over 2600 colleges, set out to consider best practices in using criminal history questions in the college application process. Their number one recommendation was the following: "If an institution has the choice, **consider not asking criminal history questions on the application for admission**" (AACRO, 2019).

U Minnesota Experimental Audit (2019): In a 2019 experimental audit of the impact of criminal history questions in the admissions process at four-year colleges, sociologists at the university of Michigan came to a similar conclusion: "We suggest colleges **consider narrowing the scope of such inquiries or removing the question altogether--particularly when it conflicts with the goals of these institutions, including reducing the underrepresentation of students of color**" (Stewart and Uggen, 2019).

CAMPUS SAFETY:

- **There is no empirical evidence that admitting people with criminal records poses a safety risk.**

U Minnesota study notes that campus safety is a major factor in why schools require background checks and adds, "No evidence has been found, however, that criminal history questions on college applications are effective tools for reducing campus crime (Olszewska, 2007; Pierce et al., 2014; Runyan et al., 2013). In a 2007 study in which researchers controlled for various institutional characteristics, for example, no statistically significant difference was found in rates of campus crime at colleges that require criminal history disclosure compared with colleges that do not (Olszewska, 2007). In more recent work on college crime reports before and after state-implemented student background check requirements, researchers similarly found little effect on campus crime (Hughes, Elliott, & Myers, 2014)." (Stewart and Uggen, 6).

The Center for Community Alternatives Report on "Criminal History Records in College Admissions" (2020) summarizes: "There is no evidence that screening for criminal histories increases campus safety, nor is there any evidence suggesting that students with criminal records commit crimes on campus in any way or rate that differs from students without criminal records. On the contrary, the (only study to investigate this question) leads to the conclusion that the practice of inquiring into applicants' criminal background, school judicial background, and military discharge information may not be an effective means of reducing campus crime because **there is no statistically significant difference in the rate of campus crime between institutions of higher education that explore undergraduate applicants' disciplinary background and those that do not** (Olszewska 2007)." (CCA, 32).

PUBLIC SAFETY:

- **There is substantial evidence, on the other hand, that removing barriers to access to higher education for system impacted people *increases* public safety.**

Summary of previous literature from the CCA Report (2010): "Accepting college applicants with criminal records promotes public safety. Higher education opens doors of opportunity, enhances critical thinking, and leads to better and more stable employment. Studies show that a college education dramatically reduces recidivism. Colleges and universities promote public safety when they open their doors to people with criminal records who demonstrate the commitment and qualifications to pursue a college education" (CCA, ii).

Reduced recidivism for people who earn degrees: A meta-analysis of research on recidivism in 2018 found a 48% decrease in rates of recidivism among people who participate in postsecondary education programs (Bozick et al., 2018). Longstanding higher education in prison programs in New York reported recidivism rates among participants of between 2 and 4% (Hudson Link for Higher Education in Prison, 2021; NYSDOC, 2013)

RACIAL JUSTICE:

- **While criminal background checks don't make campuses and communities safer, they do reinforce racial discrimination and underrepresentation at colleges and universities.**

CCA Summarizes as follows: "Racial disparities have been documented in the processing of every type of crime, from juvenile delinquency to low-level misdemeanors to the imposition of the death penalty. So pervasive is the criminal justice system in the lives of black men that more black men have done prison time than have earned college degrees. **Because racial bias occurs at every stage of the criminal justice system, screening for criminal records cannot be a race-neutral practice**" (CCA, ii.).

The U Minnesota Experimental Audit found that, "Despite high overall acceptance rates for the qualified applicants in our study, we nevertheless observe **significant discrimination in higher education admissions. The path toward a postsecondary degree is thus much rockier for the 19 million Americans with felony-level criminal records, a disproportionate proportion of whom are young Black men**....For the 70 percent of colleges that request criminal history information on their application forms, **it is timely and important that they consider narrowing the scope of such inquiries or removing the question altogether, particularly when it conflicts with other stated goals of these institutions, including reducing the underrepresentation of men and women of color on campus**" (Stewart and Uggen, 25-26).

LIABILITY:

- **There is no evidence that removing criminal history of the admissions process increases institutional liability (Pierce et al., 2013; Stewart and Uggen, 2019).**

It may increase it: The **background check industry is highly unregulated and admissions officers are entirely unqualified to know what sentences mean or how they might relate to campus safety.** Carrying out admissions decisions based on risk would require extensive training in what different convictions mean and how they relate to campus safety outcomes, and even then would be subject to reproducing discriminatory aspects of the whole criminal legal system for which the school would be responsible. In other words, **by denying people based on false assumptions about convictions and risk, colleges are taking on added responsibility and possibly added liability.**

UNIVERSITY MISSION AND CORE VALUES:

- **It's not part of a university or college's mission to do the legal system's job or add to people's punishment after their sentence is done; however, it's very likely that removing the box aligns with colleges' stated mission and values!**

Take a look at your school's mission and vision statements. Is there anything in there about incapacitation, deterrence, retribution, punishment? Probably not! Remind your admin and faculty of the following: we already have a criminal legal system that is supposed to address the harm someone has done. Georgia is already one of the most punitive places on earth, with rates of incarceration that far exceed those of other states, not to mention authoritarian nations around the world. **When Universities take it upon themselves to exclude people from accessing education they are needlessly increasing this punishment, going beyond even what a highly punitive state like Georgia mandates. The state is not even asking them to do this.**

Now take another look at the mission and vision statement: Is there anything in there that supports expanding access to higher education? Empowering disenfranchised people? Reducing discrimination? Promoting justice or wellbeing? If so, then you can remind your admin and faculty that **removing criminal history checks will actually support their mission and vision!**

References:

The American Association of Collegiate Registrars and Admissions Officers (AACRAO). (2019, December 17). Criminal and Disciplinary History in College Admissions. AACRO.org https://www.aacrao.org/docs/default-source/signature-initiative-docs/trending-topic-docs/criminal-history—college-admissions/criminal-history-report_12172019_release.pdf

Bozick, R., Steele, J., Davis, L., & Turner, S. (2018). Does providing inmates with education improve post-release outcomes? A meta-analysis of correctional education programs in the United States. *Journal of Experimental Criminology*, 14(3), 389–428.

Center for Community Alternatives. (2010). The Use of Criminal History Records in College Admissions Reconsidered. <http://www.communityalternatives.org/wp-content/uploads/2020/02/use-of-criminal-historyrecords-reconsidered.pdf>

Center for Community Alternatives. (2015, March). Boxed out: Criminal history screening and college application attrition. <http://www.communityalternatives.org/wp-content/uploads/2019/11/boxed-out.pdf>

Hudson Link for Higher Education in Prison. (2021). What we do. hudsonlink.org/what-we-do/.

New York State Department of Corrections and Community Supervision, College Programs (2013). *Educating Those Who Are Incarcerated to Reduce Recidivism*.

Pierce, M. W., Runyan, C. W., & Bangdiwala, S. I. (2014). The use of criminal history information in college admissions decisions. *Journal of School Violence*, 13(4), 359–376.

Stewart, R., & Uggen, C. (2020). Criminal records and college admissions: A modified experimental audit. *Criminology*, 58(1), 156-188.



Enclosure E
Faculty meeting minutes for February 10, 2022

Attendance

PRESENT	Joanne Lindstrom <i>via Zoom</i>	
David Crawford, President <i>via Zoom</i>	Jenny McBride	EXCUSED
Stephanie Crumpton <i>via Zoom</i>	Jennifer Ould, Staff	Anna Case-Winters
David Daniels <i>via Zoom</i>	Ken Sawyer <i>via Zoom</i>	Sarah Tanzer
Steed Davidson, Dean	Itihari Toure <i>via Zoom</i>	Reggie Williams, <i>on sabbatical</i>
Julian DeShazier <i>via Zoom</i>	Lis Valle <i>via Zoom</i>	
Jina Kang <i>via Zoom</i>	Rob Worley <i>via Zoom</i>	

Call to Order

Steed Davidson called the meeting to order at 12:30 p.m. and began with a scholarship discussion from Jina Kang.

Approval of Agenda and Minutes

The minutes of the December 9, 2021 meeting were reviewed and adopted.

Optimal Learning Communities – Itihari Toure

What determines the optimal number of students in a class (and in what formats)? Itihari reviewed the document “Effectively & Heartfully” (*in file*). Students need more consistency across classes, as do faculty and adjuncts. We need a balance in Remote Synchronous, with a minimum and maximum that makes time management more predictable. The type of learning we want to achieve in different format environments is something we need to think about more intentionally.

Revising Instructional Modalities – Steed Davidson

The pandemic has pushed us to do things we’ve never done before. As we look at moving forward, we need to look at what we want to retain or not retain in in person and remote instruction. The document on Revising Instructional Modalities was put forward as a starting place (*in file*).

It was suggested that a *laissez faire* approach be adopted for the Fall, and a decision be made before then about creating more specific norms. There was a challenge to think more clearly about how a course will be structured that will include both in person and remote modalities. Course codes for Fall should be submitted to Chandra, and we will evaluate the trends we see and respond to those.

One issue raised is that student participation (schedules, travel, etc.) matters in determining format as much if not more than pedagogy. A decision will need to be made about who are students will be (will they include students

Updates on Advising System – David Watkins, Thehil Singh, Itihari Toure

David and Thehil reviewed the Advising Process (*in file*). Advising is multi-tiered: developmental advising, prescriptive advising, and proactive advising. There was discussion about clarity about advising in formation and partnering with others who are equipped to address aspects of formation we are not. Faculty’s role is particularly in the Prescriptive Advising tier.

Course of Study 2022/2023 – Chandra Wade

Chandra reviewed the upcoming year’s schedule (*in file*). Course codes designating modality need to be submitted to Chandra for Fall courses.

Background Checks for Admissions – Jenny McBride

Jenny McBride reviewed our institutional transition around removing background checks for admissions. She reviewed the document of talking points around criminal background checks (*in file*). It's important to note that there is no evidence that admitting students with criminal convictions reduces campus crime. There is substantial evidence that removing barriers to higher education increases public safety in the aggregate. Background checks reinforce racial discrimination. This is a change in line with our mission at McCormick.

Faculty input and guidance was solicited. There was question about the implications of having a student with a pattern of violence who we don't know to support with accountability and pastoral care. There was discussion about the inadequacy of background checks as a tool and issues within the criminal justice system which can create deceptive or misleading convictions through plea bargains in particular.

The President shared how we came to consider this more deeply through the SBI program, and discussed the risks that we live with because of incidents that a background check would not have foreseen. It was noted that it will be important to be more forward with our conversations about what we do to cultivate an environment of safety and accountability, particularly considering this is an intense time in the world and in our community. It's a complicated subject that tends to be talked about in very binary ways.

This is a process requiring institutional adaptation and changes.

Institutional Updates – David Crawford

The President has been taking a class on aligning strategic goals and finances in higher education institutions. Transformation and innovation are difficult concepts in light of the strategic issues at hand and the reality of limited resources. Sustainability has always actually been a problem in higher education. We have to continue to look at our program choices for wholistic return that encompasses both the missional and the financial. We need to think strategically about how we align our resources and our mission.

We've transitioned our financial services in house, rather than through our former contractor Quattro. The president is delighted with the work of our staff accountant, Talia Clay, and our new Assistant Vice President, Senior Director of Finance, Chioma Nwogu.

We are also in the process of looking at our current HR policies and systems. We are getting some supplemental help for Ashley to ensure we are handling our responsibilities efficiently. There have also been positive developments in Admissions and Development, and we hope to have more news on that in coming weeks.

Announcements

- The Allen Endowed Lecture will be March 8 with Stephanie Crumpton speaking. The Brawley lecture will be April 11 and the speaker will be Hans DeWitt.
- March 10 will be the World Mission Institute with an update on Beirut.
- The president met with the new director of the Martin Marty Institute at the University of Chicago, and he would like to invite her to meet with us at some point.
- Field Education will be hosting a Lunch and Learn on March 3 on reparations and reconciliation.

The meeting adjourned at 3:51 p.m.

Enclosure F

Admissions Committee meeting agenda and minutes for March 3, 2022

**Admissions Committee
Agenda
March 3, 2022**

- I. Open with Prayer
- II. 10:00-10:10: Introducing our new head of Admissions and Recruitment (Nannette Banks)
- III. 10:10-10:25: Reports and Updates (Gina Lackland and others)
 - Acts D.Min. in Preaching
 - International Scholarship Awards for Fall 2022
 - A general update on where we are with applications
 - A new grant to support a female D.Min. student (Jenny McBride)
- IV. 10:25-10:35: Follow-up on the Revising of D. Min. Applications: How do we get the changes into the application? (Jenny McBride)
- V. 10:35-10:50: Review of New Brochures and Marketing Material (Nannette Banks)
- VI. 10:50-11:10: Orientation, thinking about who is responsible for it and how we collaborate in it (Nannette Banks)
- VII. 11:10-11:20: Next steps in making online applications a reality (Sarah Tanzer)
- VIII. 11:20-11:25: Anything we need to put on the agenda for our next meeting?

Next Meeting: April 7th

**Admissions Committee Meeting Minutes
AY 2021-2022 / Meeting 6
March 3, 2022**

Attendance - Present: Sarah Tanzer, Nannette Banks, Leslie Diaz-Perez, Steed Davidson, Jenny McBride, Jina Kang, David Watkins, Robert Worley, Nate Ramsey, Gina Lackland

Opening Prayer

Review of minutes from prior meeting (February 3, 2021)

The minutes were accepted and approved.

Review of Agenda

No revisions or additions were made to the agenda.

Updates

Nannette Banks introduced to the Committee, Rev. Dr. Leslie Diaz-Perez, as our new Director of Admissions and Enrollment, effective in August 2022.

Rev. Dr. Diaz-Perez thanked all for the opportunity to join the Seminary in her newly appointed role and responsibilities.

Reports:

Enrollment data

The DMin in Preaching program for 2022 has admitted 3 students thus far. This program has extended its application deadline to March 15, 2022.

For the Master's program beginning in Fall 2022 we have 1 domestic application currently under review.

International Scholarship Awards

Four international scholarships have been awarded for 2022-23. These are moving forward with I-20 processing. Three recipients will need to provide verification of secured additional funding to meet their family budget needs.

Sarah Tanzer asked as a "point of knowledge" if in the past, international scholarships were awarded that covered 100% of the student's budget. Gina Lackland responded that in the past years most international students came to McCormick alone and their budget was met with the awarded scholarship. Since then, more students have been accompanied by their families, thus their budget needs are greater. David Watkins added that international students years ago did come with 100% of their funding. Over the years there has been a "shift" in the availability of personal resources of the student to provide their total funding. The requests for funding has increased, and student resources have declined, whether the student is accompanied by family or not, and regardless of the student's demographics. Steed Davidson also suggested that we develop a culture of responsibility with our international students and not give the impression that their needs will be fully covered; that we make it clear that the Seminary will strive to do the best it can, but that students are expected to also come up with some support for their education here. In addition, the Seminary should commit to selecting

students who will bring added value and strong student performance – making sure we maintain the tradition of openness, welcome and support; while at the same time, fostering the responsibility of the applicants to contribute financially to their education.

Enrollment/recruitment activities

The Office of Admissions has re-introduced campus visits for prospective applicants – we will host a visitor on March 9th to a “meet and greet” with current students and faculty, including a tour the campus and lunch. The Office of Admissions would like to host individuals or small groups for campus visits throughout the Spring. We will be focused on undergraduate colleges that have students interested in pursuing a Master’s in theological education to enhance our enrollment of younger individuals.

The Explora Latinx event is scheduled for March 23rd.

Nannette Banks added that on March 12th, she will be representing McCormick on a panel for the “RISE” organization mentors on the topic of “Intricacies of Theological Education”. McCormick has a cohort in the “RISE” organization, hosted by our alumni, Latonya Ellis and Kristy Goodwin.

On March 25th and 26th, Nannette Banks, Leslie Diaz-Perez, Priscilla Rodriguez and Lis Valle will provide a workshop on “Art and Activism/Artivism” at the Latinx Leeds Conference.

In July, McCormick (Leslie Diaz-Perez) will participate in a theological event with alumnus, Jonathan Garcia, in Panama City, Panama, where 2000 people from across Latin America are expected to attend.

Also, Nannette Banks gave an update on our partnership with Trinity Christian College and her meeting with their Provost, Aaron Kuecker. He will follow up with her regarding their status of finalizing their tuition cost for our collaborative program. Richard Mayo has been working with Trinity on marketing material for the joint program.

Jina Kang asked if we could have Master’s enrollment comparison data from the prior year. Gina Lackland stated that she would gather the data to present at our next meeting.

Steed Davison and Sarah Tanzer suggested that we re-visit” the conversation regarding the distinction and separation of the roles and responsibilities of Enrollment and Recruitment.

Revisions to the DMin application

Jenny McBride gave an update, noting that based on the changes discussed, the revised application is ready to go. Gina Lackland will create the WORD version of the revisions and will move forward to have the fillable pdf application created.

Steed Davidson suggested that once the completed revised DMin application is ready, that it be presented to the Faculty.

Scholarship available to DMin female students

Jenny McBride introduced the Patricia Guy Pauley Scholarship for DMin female applicants (total annual scholarship fund is \$4,000). She suggested that the scholarship be awarded based on merit to students who are “on-target” with their matriculation, indicating that it is to be used for students after they have gotten well under way with the program. Further conversation is needed to define when the funds are

to be awarded, metrics/eligibility requirements to define need vs. merit; possible development of a scholarship application; determination of whether to award \$1000 to four students or \$4,000 to one student or some other variation of this.

New brochures and marketing material

Nannette Banks asked that we review the marketing material available on the website.

New Student Orientation

Nannette Banks asked that a meeting date be set to develop the plan for new student orientation. Steed Davison asked that in planning for new student orientation that we develop the agenda to emphasize various “pieces”: academics, transitioning/returning student orientation, community and relationships building, etc. All departments will be participating. A meeting is scheduled for March 24th to discuss who (department) will take the lead for new student orientation and the details regarding the components of the orientation sessions.

Additional Items

Sarah Tanzer asked how we make on-line application processing a reality. It suggested that others (President Crawford, IT Department) be included in this conversation.

Follow up Items

- Enrollment comparison data from prior years
- Getting the revised DMin application ready for presentation to Faculty
- Forwarding the financial component of the (Master) application to Jenny McBride for her review in order to develop a scholarship application for DMin programs
- Nate Ramsey to report on available scholarship funds/sources
- Sarah Tanzer will schedule a meeting with others to discuss securing an on-line application process

Meeting Adjourned

Next/final official meeting for this academic year – April 7th

Enclosure G
Final version of the revised DMIN application



APPLICATION FOR ADMISSION

Doctor of Ministry

Note: Applications for the Ecumenical Doctor of Ministry Program and the ACTS Doctor of Ministry in Preaching Program may be obtained by contacting the Office of Admissions and Enrollment.

5460 S. University Ave, Chicago, IL 60615 | 800.228.4687 ext. 6276 | www.mccormick.edu





Thank you for your interest in the Doctor of Ministry program at McCormick Theological Seminary. All documents submitted in support of this application become the property of McCormick Theological Seminary and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential by the Office of Admissions and Enrollment.

All materials must be received by the due date in order for your application to be considered complete. Keep a copy of the completed application packet for your files. For questions, please contact the Office of Admissions and Enrollment at 773.947.6276 or admit@mccormick.edu.

APPLICATION CHECKLIST

The following items must be submitted in order for your application to be considered complete:

- \$50 application fee (non-refundable)
- Official, sealed transcripts** of all academic work beyond the high school level regardless of whether a degree was awarded.
- Application Form
- Work History
- Admissions Essay
- Background Check (per enclosed instructions)
- Governing Body Assessment

Two letters of reference (submitted in sealed envelopes):

- Peer in Ministry
- Denominational Staff

If English is not your first language:

- TOEFL score

DEADLINES

Applications for the Doctor of Ministry program are due by: **September 15th** for matriculation in January

Applications are considered on a rolling basis. Please note, admitted students may take a May and/or October elective before the official January cohort start, if desired.

SUBMISSION

You may submit your application form with transcripts and references via post or email to admit@mccormick.edu. A writable PDF application form may be found on the McCormick Website (www.mccormick.edu).

Please mail your completed application to:

Office of Admissions and Enrollment
McCormick Theological Seminary
5460 S. University Avenue, Chicago, IL 60615
admit@mccormick.edu

CONCENTRATION

Please indicate the Doctor of Ministry program for which you wish to apply.

- Pastoral Care Doctor of Ministry Korean Doctor of Ministry
 Prophetic Leader Doctor of Ministry Undecided

Anticipated Entry Date: January (year)

PERSONAL INFORMATION

Name (Last/First/Middle) Other Names Used

Home Address (Street) City/State/Zip/Country

Workplace & Address (Business name/street) City/State/Zip/Country

Home Phone Work Phone Mobile Phone Fax

E-mail Address Name of Spouse / Partner

Date of Birth (Mo/Day/Year) Place of Birth (City/State/Country)

Country of Citizenship

If English is not your first language, you are required to provide a TOEFL assessment score.

HOW DID YOU HEAR ABOUT US?

Please indicate how you first learned about the McCormick Doctor of Ministry program:

- Advertisement (where:) McCormick Website Internet Search Engine
 Brochure Seminary Publication: (Online Print)
 Alumni Other

ECCLESIAL STATUS

What is the name of primary place of ministry? What is your denominational affiliation?

What is the governing body in your denomination to which you relate? Date of Ordination

If you have more than one ministry site in which you could do your DMin work, please list them here. Then identify which context will be the focus of your DMin work and thesis project.

EDUCATION BACKGROUND

List chronologically all colleges, universities and seminaries attended, regardless of degree completion, using a separate sheet if necessary (official transcripts from all schools are required for admission):

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

Name of Institution	Location	Dates of Attendance

Major / Degree / Date Granted

List academic honors, prizes, fellowships or scholarships you have received or honor societies to which you belong. Additionally, are there any particular factors or circumstances (e.g. financial, health, family) that should be considered when appraising your academic record? If so, please explain (attach a separate list, if necessary):

WORK HISTORY

Please attach a listing of your work experience to this application (title, place and date of your present and past professional positions). You may use a resume, Personal Information Form or curriculum vitae for this purpose.

CERTIFICATION

This certifies that the undersigned has completed this application and all information contained in this application is factually correct and honestly presented.

Signature	Date

ADMISSIONS ESSAY

The Doctor of Ministry degree requires competency not only in the practice of ministry but also in the academic skills of analysis and writing, culminating in the forty-page thesis article. Therefore, the committee will be assessing the following essay in terms of both content and clarity.

Please provide an essay (8-12 pages, 12-point font, double spaced, name in header), in which you address the following:

1. Describe in detail your ministry context and your leadership role within this ministry.
2. What aspects of your ministry are going particularly well? What gives you the most energy in this context?
3. Please name and describe in detail one or two challenges in your ministry context that you might like to address in this D. Min program.
4. What about McCormick's D. Min program is most conducive to addressing those challenges and increasing your growth as a minister?
5. Acceptance into the DMin program requires a GPA of 3.0 or higher. If your transcript(s) records a GPA lower than 3.0, please provide an explanation of your academic performance at the time. Please also describe what study skills or capacities you have developed since then that equip you for doctoral level work.

STATEMENT of ETHICS AND INTEGRITY

By the submission of this application, I certify that the information provided in this application is complete and accurate. I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized information is sufficient cause for terminating my application, revocation of all offers of admission and financial assistance and/or termination of enrollment. Furthermore, I authorize the persons or entities to provide any relevant information to McCormick Theological Seminary for use in evaluating my application for admission and waive any required notice to me. I understand and agree that all submitted application materials are the property of McCormick Theological Seminary and will not be returned and that the application fee is not refundable under any circumstances.

Signature

Date

REFERENCES

Please ask two individuals, other than relatives, who can write thoughtfully about your personal and vocational qualifications, to provide recommendations on your behalf. One of your referees will be a peer and one will be a denominational staff person. Have these persons email the letter directly to the admissions office at admit@mccormick.edu or have them return the completed reference letter to you in a sealed envelope that you can submit with your application. Please ask the referees to sign their names on the back of the envelope where the flap forms the seal.

PEER REFERENCE

This reference should be completed by a colleague in ministry who knows you and your work. For example, if you work on a church staff, the peer reference could be one of your ministerial colleagues. Your peer reference could also be a minister from a nearby church or social service agency who is familiar with your work. It could also be someone with whom you have worked in the past.

Name	Position
<input type="text"/>	<input type="text"/>
Address (Street)	City/State/Zip/Country
<input type="text"/>	<input type="text"/>
Phone	E-mail Address
<input type="text"/>	<input type="text"/>

DENOMINATIONAL STAFF REFERENCE

This reference should be completed by a staff person in the regional denominational body to which you are accountable or in which you participate. This person (e.g., an executive presbyter, bishop, district superintendent) should be familiar with you and your work.

Name	Position
<input type="text"/>	<input type="text"/>
Address (Street)	City/State/Zip/Country
<input type="text"/>	<input type="text"/>
Phone	E-mail Address
<input type="text"/>	<input type="text"/>

PEER REFERENCE

This is an important reference for evaluating readiness for study in a Doctor of Ministry program. Your evaluation will be used for the purpose of helping the Faculty Committee on Admissions determine whether the applicant should be admitted to the Seminary. After the Committee has made its decision, this reference and all others submitted on the applicant's behalf will be destroyed and, therefore, will not be part of the student's educational record if she or he matriculates at the Seminary.

Please keep a copy of this form for your records and email the letter directly to the admissions office at admit@mccormick.edu or return the completed reference letter to the applicant in a sealed envelope. Please sign the back of the envelope where the flap forms the seal. The unbroken seal with your signature ensures the confidentiality of our reference.

I understand that I waive my right to review this reference.

Applicant's Signature

TO THE REFEREE

This reference form should be completed by a colleague in ministry who knows the applicant and her or his work, and who can evaluate her or his readiness to participate in a Doctor of Ministry program.

Name of Applicant

Please give your candid assessment of the applicant, covering the following areas:

- The strengths and limitations of the applicant as a minister
- Additional knowledge or skills that increases the applicant's effectiveness and faithfulness in ministry
- How the applicant handles conflict
- How the applicant works with others in group settings
- Any limitations in the applicant or her or his situation that might limit this person in the practice of ministry

Date Phone E-mail

Signed Printed Name

Position

Name of Congregation or Institution

Address (Street) City/State/Zip/Country

PEER REFERENCE (continued)

Please fill out the rubric below and send it in with your letter of recommendation:

	Exceptional	Excellent	Above Average	Average	Below Average	Unable to Access
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DENOMINATIONAL STAFF REFERENCE

This is an important reference for evaluating readiness for study in a Doctor of Ministry program. Your evaluation will be used for the purpose of helping the Faculty Committee on Admissions determine whether the applicant should be admitted to the Seminary. After the Committee has made its decision, this reference and all others submitted on the applicant's behalf will be destroyed and, therefore, will not be part of the student's educational record if she or he matriculates at the Seminary.

Please keep a copy of this form for your records and email the letter directly to the admissions office at admit@mccormick.edu or return the completed reference letter to the applicant in a sealed envelope. Please sign the back of the envelope where the flap forms the seal. The unbroken seal with your signature ensures the confidentiality of your reference

I understand that I waive my right to review this reference.

Applicant's Signature

TO THE REFEREE

This reference form should be completed by a staff person serving in the regional denominational body to which the applicant is accountable or to which she or he relates. This staff person (e.g., executive presbyter, bishop, district superintendent) should be someone who knows the applicant and her or his work, and who can evaluate her or his readiness to participate in a Doctor of Ministry program.

Name of Applicant

In your letter, please comment on the following:

- Professional service to the church
- Clarity of commitment to advanced degree studies in professional ministry
- Personal attributes and family situation as relevant to her or his ministry
- Readiness and ability to enter a program of graduate study at this time
- Relationship to church activities, bodies or programs beyond the local congregation (e.g., committees, councils, boards of presbytery, conference, association, synod, region)

Date

Phone

E-mail

Signed

Printed Name

Position

Name of Congregation or Institution

Address (Street)

City/State/Zip/Country

DENOMINATIONAL STAFF REFERENCE (continued)

Please fill out the rubric below and send it in with your letter of recommendation:

	Exceptional	Excellent	Above Average	Average	Below Average	Unable to Access
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GOVERNING BOARD OR PERSONNEL COMMITTEE ASSESSMENT

McCormick Seminary requests that you meet with the governing board of the congregation or agency in which you are currently employed. Terminology varies for this group (session, vestry, board of directors, administrative board or council); it should be whatever ruling body is responsible for policy and program decisions. If you are employed in a setting that does not have such a body, please meet with the group that functions as a Personnel Committee.

Please use the following to orient the board for this discussion:

Your minister is applying for admission to the Doctor of Ministry program at McCormick Theological Seminary. McCormick views you as essential partners in this program. Since each course in this program requires an integrative project in the practice of ministry, a student can only complete this program with your knowledge, cooperation and support.

McCormick therefore requests that you complete the following assessment. **This is not a recommendation to the program.** It is intended as feedback to the applicant about what might best contribute to her or his personal and professional growth. This assessment is designed to heighten the applicant's self-awareness and to assess her or him in fashioning learning goals for the program.

Please provide, on a separate sheet of paper, a typewritten summary of your discussion (three to five pages, double-spaced). *The governing board's clerk or secretary must sign this summary. Return this summary to the applicant.* Do not send it directly to McCormick Seminary. Thank you for your participation.

Use the following questions to guide your discussion:

(Feel free to adapt them to your particular setting.)

- 1 In the course of her or his work, what tasks and responsibilities do you expect the applicant to perform?
- 2 In order to equip the applicant for more effective and faithful ministry, what educational recommendations would you make to her or him?
- 3 What do you hope will happen to your congregation or organization as a result of the applicant's participation in a Doctor of Ministry program?
- 4 Students in McCormick's Doctor of Ministry program are expected to integrate course learnings into their practice of ministry. Each course requires a ministry project in which course theory is brought to bear on particular challenges in the congregation's (or organization's) life. Are you willing to be co-learners with the applicant in these projects?
- 5 What barriers do you see to the applicant's participation in this program?
- 6 What support are you willing to provide the applicant (study leave, tuition assistance, etc.)?
- 7 If the applicant is part of a multiple staff setting, how will other staff members support the applicant's participation in the program?

Enclosure H

Admissions Committee meeting agenda and minutes for April 7, 2022

Admissions Committee

Agenda

April 7, 2022

- I. Open with Prayer

- II. 10:05-10:15: Reports and Updates (Gina Lackland and Others)
 - Applications
 - Visa Updates
 - DMin in Preaching Admits
 - 2022-23 Certificate in Executive Leadership
 - 2022 Certificate in Environmental Leadership
 - Update on International Student Enrollment for next year (Nate Ramsey)

- III. 10:15-10:20: Follow-up on Revised DMin Application (Jenny McBride and Gina Lackland)

- IV. 10:20-10:35: Where we are with producing an online application(s) and being attentive to next steps (Gina Lackland reporting back from Barbara Fassett)

- V. 10:35-10:55: Comparison of master's level enrollment data between last year and this year and where we are with possible enrollment for next year

- VI. 10:55-11:10: El Centro on-going work and how it relates to a vision for admissions (Nannette Banks)

- VII. 11:10-11:15: Upcoming Recruitment Events (Gina Lackland)

- VIII. 11:15-11:30: Work that we will continue to need to participate in as we go into the summer (Sarah Tanzer)
 - Getting Master's application(s) revised and ready for going online
 - Processing any additional applications
 - Other things?

**Admissions Committee Meeting Minutes
AY 2021-2022 / Meeting 7
April 7, 2022**

Attendance – Present: Sarah Tanzer, Nannette Banks, Steed Davidson, Leslie Diaz-Perez, Jenny McBride, Jina Kang, David Watkins, Rob Worley, Nate Ramsey, Gina Lackland

Opening Prayer

Review of minutes from prior meeting (March 3, 2022): The minutes were accepted and approved.

Review of Agenda: No revisions or additions were made to the agenda.

Reports/Updates:

Gina Lackland reported 9 applications for the Master's; 8 international admitted students; 1 domestic student. One (1) E/Dmin for 2022, who is currently in process of submitting his I-20 documentation. The DMin in Preaching program, 2022 has 3 admitted students. The Certificate in Environmental Leadership program has received one (1) registration document which will be reviewed by Anna Case-Winters.

Jenny McBride responded to the question, if the session dates have been established for the Certificate in Environmental Leadership program? Yes, the session dates are established and she will forward the information to Gina Lackland.

Sarah Tanzer summarized the current enrollment data for the Master's program: 8 international admits, 4 of whom were awarded scholarships; 1 domestic admitted student; this makes a total of 5 potential entering students, currently, for fall, 2022.

Nate Ramsey reported on the 1 deferred international student who was awarded a scholarship. Has the scholarship award been approved for re-instatement for this budget year? He has met with President Crawford. Nate stated that he will take the lead and move forward to allow adjustment to this year's current budget, to hold to our commitment of the award to the student.

Nannette Banks asked if any movement has occurred regarding the proposal before President Crawford about the housing increase costs. Nate Ramsey replied that a meeting is to be scheduled to further discuss the details of an increased budget for student housing.

David Watkins commented that because of the housing costs in the area, McCormick should review (increase) the housing budget to empower our students to have suitable, adequate housing in the Hyde Park area near the Seminary. The Seminary's commitment to our admitted international students is to provide quality living conditions/situations that are optimal to their success.

Nate Ramsey will also work with Greg Cofil to identify other sources of funds (outside of our endowments) to assist with the increased housing costs for (international) students.

Student VISA Updates:

The international students who were awarded scholarships (4) have been forwarded their I-20 document by the Registrar's Office. We are awaiting their progress updates regarding VISA interviews scheduled.

Follow up to revisions of the DMin application:

Sarah Tanzer asked Steed Davidson if we “are good to go” without forwarding the revised application to Faculty. His response was that we can now move forward with the revisions approved for the on-line DMin application. Jenny McBride added that once the formatting of the document is made, Barbara Fassett can have the document to set it up for on-line use. Gina Lackland shared that Barbara Fassett inquired if it is our intent to have all applications on-line. It is suggested that the priority is to get the DMin and Master applications on-line first (this Summer), and then the other program applications can follow later (in the year). Barbara Fassett is asking the Committee if there will be separate applications for each program, or one (1) application for all programs. The Committee agreed to have each program application on-line. DMin, Master’s and all certificate programs will be considered as “applications” (not “registration forms”)

Proposed application deadline extension/Comparison of Enrollment Data from last year:

Jina Kang suggested that we extend the application deadline (Master’s) beyond June 15th given the current low number of admitted students who have applied. Nannette Banks agreed to an extension of the application deadline. Tentatively (see discussion below), we settled on a possible extension of the application deadline to July 1, 2022.

Gina Lackland provided an (visual) excel sheet summary comparing 2021 and 2022 enrollment data with attention to each program for admits, applications, enrolled/starts.

Sarah Tanzer asked for the implications to the enrollment data that was shared. Jina Kang proposed to extend the deadline to July. Steed Davidson asked that we recognize the time needed for an inquiry to move to a discernment period and onto submitting an application. We also have the issues of acquiring teaching staff to meet the needs of a new class and the administrative duties, such as application review, registration and academic advising. We discussed the number of weeks to extend the application deadline beyond June 15th, perhaps 2 weeks, if this would realistically generate more applications. David Watkins suggested that additional communication needs to happen to inform the public that the application deadline has been extended, scholarships are still available, etc.

Nannette Banks suggested that we first start with communicating as a recruitment strategy that “scholarships are available ... apply by June 15”. Review the outcome of this strategy and consider if we will publish an extended (internal and/or external application deadline (perhaps to July 1). Jina Kang asked if we could see the data results of our Facebook marketing to analyze this data to determine the inquiries generated and the conversion data to applications. Nannette Banks suggested that as we move to the on-line application process we may see a direct connection to those inquiries from media platforms to applying on-line and that this marketing strategy may prove to be effective. The Marketing Department is collecting data around Facebook inquiries.

On-going work with El Centro:

Nannette Banks presented information for the current “re-imagining” of the Center for Latinx programming. A Consultant is on-board to review the “decks” around our targeted audiences and programming of the Center. The final analysis of this work will be used to create a strategic admissions plan to outline the targeted audience, goals, and enrollment data for our Latinx programs.

Jenny McBride has had conversation with Bishop Campo (a student of the first Apostolic Assembly cohort) and discussed his goal to continue the partnership with McCormick to begin new Apostolic Assembly cohorts for the future. Leslie Perez-Diaz gave a history of our Apostolic Assembly cohorts over the years and those in leadership at Apostolic Assembly. A younger generation of pastors are coming forward who are bi-lingual and are not necessarily “tied” to Spanish speaking classroom instruction. Steed Davidson asked that we pursue and consider the question of whether McCormick should establish a specialized cohort for students from the Apostolic Assembly or integrate these students into our existing programs. Leslie Perez-Diaz responded that we should continue with specialized cohorts as the denomination has certain obligations that the pastors/students must meet which is in-line with their responsibilities and duties outside of the classroom. Steed Davidson responded there may not be a need for Spanish language instruction, but perhaps a more heightened awareness of Latinx realities. Can we consider creating a specialized cohort and draw on the resources from our other cohorts that are good and create something that is unique for these students? Maybe we should consider using some of our established teaching resources to meet their needs to create a program for the Apostolic students.

Upcoming Recruitment Events:

Explore Master’s/Certificate event on April 7th (those who did not attend the Explora on March 23rd are invited to this event);

Explora Latinx event was March 23rd;

Explore DMin event is April 21st;

Continuing Work of the Committee during the Summer:

Comments from Sarah Tanzer: As we close out the academic year the Committee will need to continue over the Summer to review applications. The on-line application processing is expected to “go live” in the Summer. We will begin first with the DMin and Master’s applications on-line. Committee members will be forwarded the final DMin revised application for review and reference, in addition to, the current Master’s application for their suggested edits and revisions, to be discussed at the scheduled May 5th meeting.

Meeting adjourned

Next meeting - May 5th

Enclosure H
Master programs application for admissions

Enclosure I
May 24 email to Admissions Committee Members

Good Day Admissions Committee,

Attached for your final review is the updated/revised Master's application.

Please note that any edits to this version must be forwarded to me no later than 3:00pm tomorrow, May 25th. The Master's application will be forwarded to Barbara Fassett on tomorrow, May 25th, no later than close of business at 5:00pm. Preparation is being made to upload the Master's application on-line at Friday's meeting with our Consultant and to develop workflow and processes.

Special thank you to Leslie and Jina ... your valuable input, knowledge, insight and time are so appreciated!!!

Thank you Barbara for your assistance, support and patience.... "moving forward always"!!!

To the Admissions Committee and to Jenny specifically for your work on the revisions to the DMin application.... many thanks and appreciation to you all for your assistance and support.

Have a faith-full and peace-filled Summer... I look forward to connecting for application reviews!!!

Kind regards,

Gina S. Lackland

Administrative Assistant, Office of Admissions and Enrollment

glackland@mccormick.edu or admit@mccormick.edu

O: (773) 947-6276

F: (773) 288-2612

McCormick
Theological Seminary



5460 S. University Ave | Chicago, IL 60615 | www.mccormick.edu

Enclosure J
Final Version of the Revised Masters Application



Artwork by Rev. Shawna Bowman, M.Div. 2009

APPLICATION FOR ADMISSION

Master of Divinity

Master of Arts in Ministry

Master of Theological Studies



Thank you for your interest in McCormick's masters level programs. All documents submitted in support of this application become the property of McCormick Theological Seminary and are not returnable to the applicant or transferable to any third party. All materials will be kept strictly confidential by the Admissions Office.

All materials must be received by due date in order for your application to be considered complete. Personal interviews are required for those who wish to be considered candidates for admission. Please contact the admissions office to make arrangements.

Application Checklist

The following items must be submitted in order for your application to be considered complete:

- Non-refundable \$50 application fee.
- Official, sealed transcripts** of all academic work beyond the high school level *regardless of whether a degree was awarded.*
- Enclosed Resume (including volunteer activities)
- Autobiographical Statement

Three letters of reference (official, sealed or electronic):

- Church Reference
- Academic or Professional Reference
- Personal Reference

Other Requirements

- Statement of Good Standing
(Applicants transferring from another institution only.)

International applicants:

- For English Language Proficiency requirements, please contact the Office of Admissions at admit@mccormick.edu

Deadlines

December 1: International Applicants

June 15: All Applicants for consideration for Fall admissions

Applicants who wish to be considered for a Merit scholarship must submit completed application by **March 1**

Submitting a hard copy application

Send your completed application to:

McCormick Theological Seminary

Attn: Office of Admissions and Enrollment

5460 S. University Avenue

Chicago, IL 60615

admit@mccormick.edu

P PERSONAL INFORMATION

Name (Last/First/Middle) _____

Permanent Address (street) _____

(City/State/Zip/Country) _____

Home Phone _____

Mobile Phone _____

Work Phone _____

Current Address, if different from above _____

Email Address _____

Date of Birth (month/day/year) _____ Gender: ___ Male ___ Female ___ Non-Binary
___ Other ___ Prefer not to report

U.S. Citizen ___ Yes ___ No (if no, please provide country of citizenship _____)

Permanent Resident ___ Yes ___ No (if yes, please provide copy of both sides of alien registration card)

International Applicants

Do you have a current VISA classification in the United States? If so, what type _____ VISA Expiration _____

How did you hear about us?

Please indicate how you first learned about McCormick's Master Level programs:

Advertisement (where: _____) McCormick Website Internet Search Engine Brochure

Seminary Publication: Online Print Alumni Other: _____

How did you hear about us?

Please indicate how you first learned about the McCormick Masters Level programs:

Advertisement (where: _____) McCormick Website Internet Search Engine Brochure

Seminary Publication: Online Print Alumni Other: _____

Degree Information

Intended Year of Enrollment: 20 _____

Intended Enrollment Status: Full-Time Part-Time

Intended Term of Enrollment: Fall Spring

Degree for which you are applying:

Master of Divinity (M.Div.)

Master of Divinity with interest in a Dual Degree

Master of Theological Studies (M.T.S.)

Master of Arts in Ministry (M.A.M.)

Additional Information

Are you applying to other seminaries or graduate schools? Yes No

If yes, please list: _____

Have you been refused admission, dismissed by a seminary, or been placed on academic probation, suspended or involuntarily withdrawn from any institution of higher education? Yes No (if yes, attach a separate statement of explanation.)

EDUCATION & EMPLOYMENT

Education

List chronologically all colleges, universities and seminaries attended, regardless of degree completion, using a separate sheet if necessary (official transcripts from all schools are required for admission):

Name of Institution/Dates of Attendance/Degree/Date Degree Conferred

Name of Institution/Dates of Attendance/Degree/Date Degree Conferred

Name of Institution/Dates of Attendance/Degree/Date Degree Conferred

List academic honors, prizes, fellowships or scholarships you have received or honor societies to which you belong. Additionally, are there any particular factors or circumstances (e.g. financial, health, family) that should be considered when appraising your academic record/transcript? If so, please explain (attach a separate list, if necessary):

Employment and Volunteer Activities

Please provide a listing of your work experience attached to this application (title, place and date of your present and past professional positions). You may use a resume or curriculum vitae for this purpose.

Certification

This certifies that the undersigned has completed this application and all information contained in this application is factually correct and honestly presented.

Signature

Date

AUTOBIOGRAPHICAL STATEMENT

The autobiographical statement is a central piece of the application for admission and plays a critical role in the evaluation of your application. It is a way to introduce yourself to the Admissions Committee. Please consider your response carefully, attending to content, style, grammatical correctness and organization of the essay. With this in mind, provide a 2 - 4 page, typed, double-spaced essay (including your name at the top of each page) addressing the following:

1. Significant life experiences that have formed your view of God, the world and self, including reference to family members and significant others, course work, church, extracurricular college activities, and service-related experiences.
2. Your sense of call to ministry as a vocation and the direction this call is taking you, including your participation and involvement in the church.
3. What do you see as the role of the Christian Church in the world today?
4. How do you see theological education supporting and/or equipping you in your sense of vocation and/or ministry?
5. How do you see McCormick supporting or equipping you in your sense of vocation and/or ministry?

Are you currently a part of worship community/church/denomination? Yes No (if yes, please complete the following):

Denomination

Church Name / Duration of Membership

Church Pastor's Name

Church Address (Street)

(City/State/Zip/Country)

Ministerial Status -if applicable (e.g. Licensed, Ordained, Inquirer, Under Care of Session, etc.)

Vocational Intent (e.g. Parish Ministry, Campus Ministry, Chaplaincy, etc.)

REFERENCES

Please provide church (worship community / denominational), academic / professional, and personal references. Ask three persons (not related to you) who can write thoughtfully about your personal, academic and vocational qualifications to write recommendations on your behalf. These references evaluate readiness for graduate study and will be used for the purpose of determining whether the applicant should be admitted to the Seminary. After the Admission Committee has made its decision, the references will be destroyed and, therefore, will not be part of the student's educational record if s/he matriculates at the Seminary. Please return the completed references to the Office of Admissions, in sealed envelopes or electronically to admit@mccormick.edu. Please sign your name where the back flap seals. The unbroken seal with your signature ensures the confidentiality of your reference.

Worship Community/Church Professional/Denominational Reference

_____ Name	_____ Position
_____ Permanent Address (street)	_____ (City / State / Zip / Country)
_____ Phone	_____ Email Address

Academic / Professional Reference

This is an important reference for evaluating readiness for graduate study and should be completed by a professor with whom you studied in your most recent degree program(s) who can evaluate your readiness for graduate study. If your degree program is more than ten years old, request a reference from a professional supervisor or colleague who is qualified to assess your creativity, critical thinking, research skills and writing ability.

Please note which reference you are submitting: Academic Professional

_____ Name	_____ Position
_____ Permanent Address (street)	_____ (City / State / Zip / Country)
_____ Phone	_____ Email Address

Personal Reference

This reference form should be completed by someone who knows you in a volunteer or professional setting and can attest to your gifts for leadership.

_____ Name	_____ Position
_____ Permanent Address (street)	_____ (City / State / Zip / Country)
_____ Phone	_____ Email Address

Worship Community/Church Professional/Denominational Reference

To the Applicant

This reference form should be completed by a leader of your worship community, church professional or denominational leader (not a family member).

I understand that I waive my right to review this reference.

Applicant's Signature

Applicant's Name

Degree Program

To the Recommender

This reference evaluates readiness for graduate study and will be used for the purpose of determining whether the applicant should be admitted to the Seminary. After the Admission Committee has made its decision, this reference will be destroyed and, therefore, will not be part of the student's educational record if s/he matriculates at the Seminary. Please return the completed references to the Office of Admissions, in sealed envelope via postal mail **or** electronically to admit@mccormick.edu Please sign your name where the back flap seals. The unbroken seal with your signature ensures the confidentiality of your reference.

- How long have you known the applicant? 0-1 years 1-3 years 3-5 years more than 5 years
- What is your overall recommendation for this applicant?
 - Strongly Recommend
 - Recommend
 - Recommend, with reservations (Please include these reservations in your written statement.)
 - Do not recommend
- Please provide a written evaluation on a separate sheet, attached to this form commenting on the following:
 1. Describe the applicant as a person; assessing their strengths, limitations, ways of relating to others, reactions to stress and means of resolving conflict.
 2. Your candid evaluation of the applicant's:
 - a. Seriousness and clarity of commitment to professional ministry and/or leadership?
 - b. Ministry and/or leadership skills
 - c. Readiness and ability to pursue graduate theological education
 3. Do you know of any reason why this applicant is not prepared for professional ministry and/or leadership?

- Please evaluate the applicant in the following areas by placing a check in one box per row:

	Excellent	Above Average	Average	Below Average	Unable to Assess
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking/ Analytical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/ Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Name (print)

ACADEMIC OR PROFESSIONAL REFERENCE

To the Applicant

This reference should be completed by a professor with whom you studied in your most recent degree program(s) who can evaluate your readiness for graduate study. If your degree program is more than ten years old, request a reference from a professional supervisor or colleague who is qualified to assess your intellectual ability, critical thinking, research skills and writing ability.

I understand that I waive my right to review this reference.

Applicant's Signature

Applicant's Name

Degree Program

To the Recommender

This reference evaluates readiness for graduate study and will be used for the purpose of determining whether the applicant should be admitted to the Seminary. After the Admission Committee has made its decision, this reference will be destroyed and, therefore, will not be part of the student's educational record if s/he matriculates at the Seminary. Please return the completed references to the Office of Admissions, in sealed envelope or electronically to admit@mccormick.edu. Please sign your name where the back flap seals. The unbroken seal with your signature ensures the confidentiality of your reference.

How long have you known the applicant? 0-1 years 1-3 years 3-5 years more than 5 years

- What is your overall recommendation for this applicant?
 - Strongly Recommend
 - Recommend
 - Recommend, with reservations (Please include these reservations in your written statement.)
 - Do not recommend
- Please provide a written evaluation on a separate sheet, attached to this form commenting on the following:
 1. How long, how well and in what type of academic / professional setting have you known the applicant?
 2. Your candid evaluation of the applicant's:
 - a. Creativity, critical thinking, analytical ability, research skills and writing ability
 - b. Any other factors that may determine readiness for graduate study
 3. Evaluate the applicant's academic capacity and past academic performance as well as the individual's potential for success in graduate and professional studies. Assess the applicant's strengths and weaknesses, leadership abilities, reaction to stress and usual means of resolving conflict.
- Please evaluate the applicant in the following areas by placing a check in one box per row:

	Excellent	Above Average	Average	Below Average	Unable to Assess
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking/ Analytical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/ Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Name (print)

PERSONAL REFERENCE

To the Applicant

This reference form should be completed by someone who knows you in a volunteer or professional setting and can attest to your gifts for leadership.

I understand that I waive my right to review this reference.

Applicant's Signature

Applicant's Name

Degree Program

To the Recommender

This reference evaluates readiness for graduate study and will be used for the purpose of determining whether the applicant should be admitted to the Seminary. After the Admission Committee has made its decision, this reference will be destroyed and, therefore, will not be part of the student's educational record if s/he matriculates at the Seminary. Please return the completed references to the Office of Admissions, in sealed envelope **or** electronically to admit@mccormick.edu Please sign your name where the back flap seals. The unbroken seal with your signature ensures the confidentiality of your reference.

- How long have you known the applicant? 0-1 years 1-3 years 3-5 years more than 5 years
- What is your overall recommendation for this applicant?
 - Strongly Recommend
 - Recommend
 - Recommend, with reservations (Please include these reservations in your written statement.)
 - Do not recommend
- Please provide a written evaluation on a separate sheet, attached to this form commenting on the following:
 1. Your candid evaluation of the applicant's:
 - a. Creativity, maturity, sense of responsibility, character
 - b. Any other factors that may determine effectiveness in a position of leadership.
 2. The length of time you have known the applicant and the relationship that has formed the basis of your judgment.
- Please evaluate the applicant in the following areas by placing a check in one box per row:

	Excellent	Above Average	Average	Below Average	Unable to Assess
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking/Analytical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Name (print)

STATEMENT OF GOOD STANDING

(Transfer students only)

To the Applicant

Students wishing to transfer from another theological seminary to McCormick must submit a statement of honorable dismissal with a recommendation for admission. Please have the Academic Dean at your current institution complete this recommendation.

I understand that I waive my right to review this reference.

Applicant's Signature

Applicant's Name

Degree Program

To the Recommender

Students wishing to transfer from another theological seminary to McCormick must submit a statement of honorable dismissal with a recommendation for admission. The Admissions Committee will appreciate your candid evaluation of the application in regard to these two matters.

- How long have you known the applicant? 0-1 years 1-3 years 3-5 years more than 5 years
- What is your overall recommendation for this applicant?
 - Strongly Recommend
 - Recommend
 - Recommend, with reservations (Please include these reservations in your written statement.)
 - Do not recommend
- Please share any other information that the Admissions Committee might find useful in their evaluation.

- Please evaluate the applicant in the following areas by placing a check in one box per row:

	Excellent	Above Average	Average	Below Average	Unable to Assess
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking/ Analytical Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Name (print)

STATEMENT of ETHICS AND INTEGRITY

By the submission of this application, I certify that the information provided in this application is complete and accurate. I acknowledge and agree that misrepresentation of credentials, including submission of inaccurate, falsified, or plagiarized information is sufficient cause for terminating my application, revocation of all offers of admission and financial assistance and/or termination of enrollment. Furthermore, I authorize the persons or entities to provide any relevant information to McCormick Theological Seminary for use in evaluating my application for admission and waive any required notice to me. I understand and agree that all submitted application materials are the property of McCormick Theological Seminary and will not be returned and that the application fee is not refundable under any circumstances.

Signature _____

Date _____

DUAL DEGREE PROGRAM

For applicants wishing to enroll in a Dual Degree program.

McCormick has developed a program whereby students in the M.Div. Program may enroll in an approved Master Degree program in some coordinate discipline, such as social work and library science. Students may propose dual degree programs in areas other than those in which the Seminary presently maintains regular relations. These opportunities for dual degrees provide an enriched preparation for ministry and a coordinate field. Each student's program is individually designed in consultation with the Dean of Masters Programs and the student's advisor.

Plans for participation in the Dual Degree Program must be approved by McCormick before applications are made to the coordinate program. Students who wish to study for the McCormick M.Div. as part of the Dual Degree Program must indicate that desire during the admissions process and be approved by the Dean of the Faculty designee during the first term of studies after admission.

Name (Last/First/Middle)

Permanent Address (street)

(City/State/Zip/Country)

Home Phone

Mobile Phone

Email

In which Dual Degree program are you interested?

M.Div. / M.S.W. with the School of Social Work Administration at the University of Chicago

M.Div. / M.S.W. with Loyola University Chicago

M.Div. / M.A. in Library and Information Science with Dominican University

M.Div. / Other:* _____

Enclosure K
Online application work timeline and update

Online application work

- 9/14/22 First Workflow meeting with consultant for the online application
- 9/20/22 Second Workflow meeting with consultant for the online application
- 10/13/22 Leslie sent an email to consultant to inquire of an update about the work. It was then discovered that McCormick needed to work with Ellucian company and establish additional contracts for the Workflow product and the continuing of the work on the digital application.
- 10/25/22 Barbara Fassett sent email confirmation that the additional contract was signed and MTS was back on track with the Admissions workflow project. Our Ellucian representatives have fast-tracked our agreement, and the Workflow consultant will reach out to us with suggested dates for working with us directly to keep moving forward with the application.
- 11/3/22 I reached out to Barbara Fassett for an update on the digital application and our work with the Workflow consultant. Barbara Fassett responded that IT has a meeting scheduled for the Workflow kick-off (for the workflow project) on Monday, November 7, 2022.
- 11/7/22 Kick off meeting with IT and Ellucian/Colleague Workflow representatives
- TBA Resume work with consultant, Rogelio, to continue the work on digital application

Summary, we (MTS) originally were using the Colleague Workflow but discovered that we needed additional functionality. Hence, we are now implementing the full Workflow system. We are not losing the work that the consultant, Rogelio, already has done. However, we had to pause the work to do the Workflow product agreement and then do a "kick-off" meeting for this particular product. Rogelio will be the one who continues to work with us for the Admissions workflow.

Per the Ellucian project manager's suggestion for the Monday kick-off meeting with Ellucian, the meeting will be attended by Barb V. and Barbara Fassett. Once we have this initial kick-off meeting, the first priority is to complete the admissions workflow.

Enclosure L

Admissions Committee agenda and minutes for October 6, 2022

**Admissions Committee Agenda
October 6, 2022
Room 353 and on Zoom**

- I. 12:30: Open with Prayer (Sarah Tanzer)
- II. 12:30-12:35: Approval of September 8 minutes and any changes, additions, etc. to the agenda for today's meeting
- III. 12:35-12:45: Update about any files that need reviewing, applications coming in, and inquiries (Gina Lackland and Leslie Diaz-Perez)
- IV. 12:45-55: Update about what is happening with the online applications (Leslie Diaz-Perez)
- V. 12:55-1:25: Conversation about what we want the process of evaluating applications to look like
- VI. 1:25-1:40: Brainstorming the agenda for the year for this committee and the admissions and enrollment office

Next Meeting: Thursday, November 3rd

Attendance

Present: Sarah Tanzer, Steed Davidson, Leslie Diaz-Perez, Ozzie Smith, Rob Worley, David Watkins, Nate Ramsey, Gina Lackland

Opening Prayer

Review of Minutes from September 8, 2022: moved to receive the minutes; all in favor

Review of agenda: no revisions or additions were made to the agenda

All welcomed Rev. Ozzie Smith to the Admissions Committee

Update on application, inquiries

Gina Lackland gave the following update:

Korean DMin – 8 applications; 3 admitted who deferred to 2023; 5 applications in progress; DaeSung Kim is expecting a cohort of 8 to start January 2023.

Prophetic Leader DMin (2023) - 1 admit; 3 applications in progress since Sept 15th deadline. Gina Lackland asked the Committee how should the admissions office notify the one admit and applications in progress if the 2023 cohort will not start.

Pastoral Care DMin (2024) - 1 application in progress; 1 strong inquiry

Master's – 1 admit (int'l); 1 application (int'l) in review with Rob Worley to schedule interview and provide a file review. Rob has reached out to applicant and is awaiting a response to set up interview.

DMin in Preaching (Summer/Fall 2023) – 2 applications in progress

Rev. Smith mentioned an applicant who was brought to his attention for the Korean DMin program regarding evaluation of a M.Div. Equivalency- he was advised that an official transcript(s) will be needed to provide a M.Div. Equivalency determination.

Rob Worley asked if the Prophetic Leader DMin program were to have four (4) admitted students ... could the cohort still start? The answer was no; at least 10-12 admitted students are needed (to account for a strong cohort to move forward if anyone should withdraw).

Leslie Perez-Diaz informed the Committee that during the earlier APC meeting, the Committee and Itihari Toure voted anonymously to have a Committee formed, "Taskforce Integrated Lifelong Learning Committee" to review what data points will be used to determine viability and sustainability of programs.

Sarah Tanzer brought our attention back to what do we do in the immediate future to notify the Prophetic Leader DMin (1 admit; 3 apps in progress) if the January 2023 cohort is not starting, what do we say to them?

Rob Worley stated this should be a discussion between Steed Davidson and Rev. Smith. Rev. Smith will initiate the conversation/discussion with Dean Davidson.

Leslie Perez-Diaz asked, from a programming standpoint, if we could initiate a course(s) that is applicable to both the Prophetic Leader DMin and Pastoral Care DMin programs so that students across these programs could take these together (consolidation of programs?).

Rob Worley asked for the one (1) admitted Prophetic Leader DMin student, could the applicant be "incorporated" into a formed class.

Steed Davidson indicated there are common courses: Methods, Thesis, Cultural Attentiveness Pastoral Leadership and Where Two or Three are Gathered. The question is whether we will have a viable enough number of students for the specialized courses.

Update from Leslie Diaz-Perez

An update on our on-line application progress: we are more than halfway complete with developing the on-line application. We are working with our Ellucian consultant to complete the workflow process. There will be common data from all applicants. The next steps are to develop the pathway/workflow the applicant takes specific to their program of interest.

Gina Lackland will forward all DMin recent versions of the DMin applications to Rev. Ozzie Smith

What we want the process of evaluating applications to look like

Leslie Diaz- Perez suggested that we consider a formal process (policy and procedures application evaluation manual; Standard Operating Procedures Manual, etc.) in order to understand the application evaluation process. In addition, we need to develop the checks and balances to include not only how applications are evaluated and also how scholarships are awarded.

Sarah Tanzer stated that we need to create more of an organic process of evaluating applications.

Rob Worley suggested that we may consider three (3) application reviewers. Steed Davidson suggested that we develop a set of minimum threshold standards for all applications. Sarah Tanzer suggested that we review the minimum threshold standards currently in place for updates/revisions.

Leslie Diaz-Perez suggested that we perhaps develop a rubric to analyze if the applicant meets the minimum standards (i.e. grades, ministry involvement, etc.) then file reviews should not be part of the application documents for the other reviewer to see. The “pool” of interviewers may come from the entire faculty body.

Brainstorming the agenda for the year for this committee and the admissions and enrollment office

Develop and prioritize:

Identify and pinpoint threshold standards.

What should a wholistic rubric look like; its components; creating the rubric to mimic a wholistic review of the applicant.

Identify the “story” behind the applicant; identifying the balances (i.e. academic, ministry qualities, ministry service, etc.).

How is programming, courses, curriculum impacted?

Evaluate if we have the resources for the student to grow and help the student.

Action Items

Identify the admission standards and make revisions/edits. Gina Lackland will send the current admissions guidelines to Sarah Tanzer and Leslie Diaz-Perez.

Meeting Adjourned

Next Meeting (on-line) November 3, 2022

Enclosure M
Admissions Committee meeting minutes for November 3, 2022

Admissions Committee Meeting
Minutes
AY 2022-2023 / Meeting 3
November 3, 2022

Attendance

Present: Sarah Tanzer, Steed Davidson, Leslie Diaz-Perez, Ozzie Smith, David Watkins, Nate Ramsey, Gina Lackland

Absent – Rob Worley

Opening Prayer

Review of Minutes from October 6, 2022 moved to receive the minutes; all in favor.

Review of agenda: no revisions or additions were made to the agenda

Updates: files, applications, inquiries – given by Gina Lackland

Masters –

One international applicant has been admitted.

Eight) individuals with incomplete and/or applications in progress: One of these is a domestic applicant; Seven are international applicants.

The application deadline for international applicants in December 1st. Notice was forwarded this week to all “in progress” applicants of the December 1st approaching deadline.

Pastoral Care DMin –

One application needs a 2nd reviewer.

Prophetic Leader DMin –

One application needs a 2nd reviewer.

Korean DMin -

Two translated applications need 2 reviewers.

M.Div. Equivalency review in progress –

Gina is working with Rev. Ozzie Smith regarding Rev. Gregory Powell, an McCormick alum with a Masters in Theological Studies from 1994. Rev. Powell is seeking admission into the Prophetic leader DMin and would like to enroll in Spring 2023 to begin courses for the needed M.Div. equivalency. Rev. Powell has an issue with obtaining his Master’s transcript from Columbia College. Dr. Diaz-Perez expressed the importance of obtaining official documents. Gina Lackland suggested that the applicant should try to obtain an official letter certifying his degree and the date conferred in order to have an official document on file to substantiate the Master degree from Columbia. Hopefully, the applicant can resolve the issue of obtaining the official Columbia transcript prior to completion of his M.Div. Equivalency course requirements.

Leslie Diaz-Perez asked about the status of applicant, Jonathan Garcia. He had expressed an interest in the DMin in Preaching. However, there has been discussion that the DMin in

Preaching will no longer be offered. Gina Lackland will review documents on file for Jonathan Garcia and follow up with him to complete the McCormick DMin application.

Sarah Tanzer summarized where we are with the number of applications both domestic and international and expressed her concern that at this time having just one domestic application puts us in a position where the numbers are likely to be very small again for next year.

Leslie Diaz-Perez also informed the Committee that she met with Dr. Itihari Toure, Dean Davidson, and Rev. Ozzie Smith to start a conversation around re-designing the coursework for the DMin programs. The idea is to look at those applicants accepted into the different DMin programs and to possibly allow them to begin with core classes that they have in common. They are considering this for students who would begin in 2024.

The Committee established that the reviewers for files will be Sarah Tanzer, Rob Worley, Jina Kang and Leslie Diaz-Perez. Sarah Tanzer also suggested that the group of file reviewers may expand to Rev. Ozzie Smith and Dean Watkins if needed. There is always the possibility of asking faculty outside of the committee to read applications if needed.

Update on on-line application - given by Leslie Diaz-Perez

We are in the process of planning the next training dates with the Ellucian consultant. The contract is being finalized/updated to establish our upcoming training dates. We are back on track to continue moving forward with the training to complete the on-line application, though without a clear date by which this will happen. The committee will be informed as there is progress with this.

Update on conversations about a possible new Apostolic Assembly and Latinx cohort (Master's) - Leslie Diaz-Perez

Leslie Diaz-Perez is in conversation with our partners at Apostolic Assembly, David Crawford and Dean Watkins. Apostolic Assembly wants to continue their partnership with McCormick for the Master of Theological Studies. However, the program would be all on-line (remote) and not in-person. Future meetings will be planned to discuss the curriculum, logistics, etc., and to finalize the program for approximately 18 individuals through the Apostolic Assembly (who have expressed interest) and for those McCormick students in our Latinx programs who would be interested.

Conversation about the draft of the admissions committee report for assessment report – Sarah Tanzer

Sarah Tanzer explained that the purpose of the report is for the Admissions Committee to summarize the discussions and recommendations made at Admissions Committee meetings September 2021 – October 2022. The Committee was asked to review the assessment report for recommendations of any edits/revisions. Sarah Tanzer asked for the committee's attention to recommendations made by the committee around revising of the Masters and DMin applications and moving toward having these applications on-line. We discussed what should go in Appendix A of the report. The committee reviewed and approved the recommendations in the report and the report itself.

**Preparatory work for the December meeting on Developing Criteria for Reviewing Admissions files -
Leslie Diaz-Perez**

Leslie Diaz-Perez outlined the work that we will be beginning to do at our next meeting and what committee members need to do in preparation for that meeting:

We will be working on the development of a standardized evaluation process for reviewing admissions files after evaluating our current process.

We will be focused on establishing criteria and a wholistic rubric to use for application reviews.

The Committee was asked to review the 2020-2021 Admissions Guidelines as a start prior to our meeting in December. This document along with the file review forms (Master and DMin levels) will be forwarded to the Committee in preparation for the December meeting.

Meeting Adjourned

Next Meeting – December 1, 2022, Room 353, in-person with lunch