

## Minutes of ARFAC Meeting

November 19, 1997

**Present:** Kathy Chadwick (chair), Wendy Allen, Bob Entenmann, Mark Gelle, Michelle Gierke, Barb Lundberg, Tim Mahr, and Anna Trefz.

1. CALL TO ORDER AND AGENDA: The meeting was called to order by Kathy Chadwick, Chair, shortly after 3:30 pm. Kathy reminded committee members of the agenda, the bulk of which had been announced in advance of the meeting:
  - Review of minutes of November 5
  - Status of letter to Jim Pence re English-language proficiency requirement for entering international students
  - Update concerning Buntrock scholarship program for 97-98
  - Update concerning early decision applications
  - Follow-up to President's comments regarding diversity made at November 11 faculty meeting
  - Update concerning search for Director of Financial Aid
2. MINUTES: The minutes of the November 5 meeting were approved as distributed. These minutes, together with those of previous meetings, have been given to the Dean's Office for making available on the Web.
3. ENGLISH-LANGUAGE PROFICIENCY REQUIREMENT FOR ENTERING INTERNATIONAL STUDENTS. Kathy reported that, on ARFAC's behalf, she had sent a letter to Jim Pence requesting the establishment of such a requirement and asking that a committee be named under the chairmanship of Jim May to discuss adoption of such a requirement, to work out the wording of a requirement and to think through several procedural issues relative to adoption of such a requirement. (Copies of the letter were distributed.)
4. UPDATE CONCERNING EARLY DECISION APPLICATIONS. Barb reported that the Admissions Office has received 157 early decision applications to date-up from 140 a year ago. Twenty-three states and two foreign countries are represented; approximately 6% of the applications are from multicultural students; 36% are legacy students (compared to 45% a year ago); the most popular potential majors represented are Biology, Music and English; the gender balance is slightly improved (36.3% of the applicants are male vs 35% a year ago). Some of the candidates looked extremely strong.

5. UPDATE CONCERNING BUNTROCK PROGRAM. (a) Barb distributed copies of the application, hot off the press. (b) Faculty members on ARAFAC were asked to submit names of the colleagues who have agreed to serve as readers to Kathie Fishbeck as soon as possible so that Kathie can begin scheduling training sessions. It was suggested that faculty who are having difficulty finding colleagues willing to serve as readers contact Kathie F. for assistance. (c) Barb indicated that the Admissions Office and Kathie have yet to finalize a process/procedure for preliminary screening of applications which will allow us to whittle the approximately 800 applications down to somewhere in the realm of 125-200. Should we look at high school g.p.a., for example? Or should we perhaps make use of the formula used in the determination of financial aid awards (which takes account of grades, courses taken, test scores, extracurricular involvement, and a number of other variables)? The most important consideration in determining how to go about the screening is to do all we can to see that it be thorough and fair. (d) Barb noted in passing that the profile of past Buntrock scholarship winners can be found at the St. Olaf WWW site, thereby providing potential applicants (and interested faculty, staff and current students) information as to the characteristics normally associated with students who are awarded Buntrock scholarships.
6. FOLLOW-UP TO PRESIDENT'S COMMENTS REGARDING DIVERSITY MADE AT NOVEMBER 11 FACULTY MEETING.

(a) Faculty members on ARFAC reported having received little or no specific response from colleagues relative to the President's comments regarding diversity made at the Nov 11 faculty meeting. From what we had been able to gather, however, it seemed to us faculty (we didn't specify how many) were happy that the President had addressed the issue, and that the level of "anxiety" had abated somewhat as compared to immediately prior to the November faculty meeting.

(b) In response to governance-related issues having to do with administrative representation on ARFAC that several faculty members have raised with ARFAC members, Kathy reported that conversations with and documentation from Kathleen Edelmayer (secretary to the faculty, '96-97 [as well as this year] and Ron Lee (Chair of RPC, '96-97, and facilitator of the governance changes adopted last Spring) revealed that, at the faculty meeting held on April 1st, 1997, faculty voted on and approved a motion brought forth by RPC (document # RPC 96-97-1) establishing the composition of ARFAC as follows: five faculty members (one representing each Faculty), the Vice President for Admissions & Financial Aid, the Director of Financial Aid, and one student. (It was noted that, at the May meeting, we voted to add a second student representative to each standing committee with the proviso that the second student have voice but not vote.

c. Barb and Kathy reported that the Multicultural Concerns Committee (or Muticultural Affairs Committee, by which it has also been known) has been named by the President. The Committee will consist of three faculty members, two students, two staff members from the Dean of Students Office, and three other administrators (one of whom is Barb Lundberg, convenor of the Committee). Current plans call for holding the first meeting of the Committee right after Thanksgiving break. (The first meeting of the Committee last year did not occur until mid- December.)

(d) The President's remarks suggested the possibility of cooperation and coordination between ARFAC and MCC. ARFAC members agreed to postpone discussion of the possibility of such cooperation-and the structure by means of which it might happen-until after MCC has met and determined the scope and nature of its activities.

7. UPDATE CONCERNING THE SEARCH FOR A DIRECTOR OF FINANCIAL AID. The Search Committee is currently looking at five candidates who look promising in terms of technical expertise, past experience and general orientation; reference checks will be done this week and next. The Committee hopes to bring three candidates to campus the first week of December.

8. DISCUSSION ON RETENTION PLANNED FOR DECEMBER 3.

(a) Retention will be the topic of the December 3rd meeting. Barb will bring figures and discuss general trends; Jacquie Skinner will focus on programmatic issues. We will review the findings of last year's multicultural student survey, a summary of which has recently been prepared by Karen Nelson, as well as of the telephone survey of the first-year class recently-completed by the Dean of Students Office. We want to focus on trends and patterns of retention/non-retention in all of our students as well as to compare the patterns of non-multicultural and multicultural students. We also want to talk about the currently targeted retention rate with an eye to exploring the feasibility and the appropriateness of this rate for an institution such as St. Olaf, etc. (Our relatively large size, for example, makes our situation somewhat different than that of a number of other institutions with which we tend to compare ourselves, most of which enroll fewer students than we do.)

(b) In response to recent inquiries by ARFAC members as to the adjustment of new first-year multicultural students to St. Olaf, Barb reported that Bob Carlson, Bill Green and Greg Kneser have met with all or most of these students and that, generally speaking, things seem to be going well.

9. The meeting adjourned at 4:35pm.

Respectfully submitted,  
Wendy Allen, secretary