

**Senate Admissions and Student Aid Committee
Meeting Minutes
December 1, 2004**

In attendance: E. Frampton for (W. Savage), B. Porter, D. Looney, P. Smolinski, C. Stilley, A. Peskie, R. Linder, L. Schwartz, L. Hayden, and I. Frieze

1. Meeting called to order at 12:05.
2. Introductions of attendees.
3. P. Smolinski asked for nominations to chair the committee. P. Smolinski nominated C. Stilley as co-chair. B. Porter nominated P. Smolinski as co-chair. These nominations were seconded. The vote for these nominees as co-chairs was unanimous.
4. C. Stilley asked about the mission of the committee. P. Smolinski stated this is given on the University of Pittsburgh web site under senate committees. A copy of the mission statement is attached. P. Smolinski stated that the committee would be open to any suggestion from the members as to items for discussion for the new year.
5. Marvin Roth, Director of Career Services, was invited to present an overview of the activities of career services. Mr. Roth present data gathered on alumni from various employers in the region. Mr. Roth also discussed some of the services that the Office of Career Services provides and focused on the emerging leaders program. There was some general discussion on the student cost of this program and possible alternative means of funding this program. The committee thanked Mr. Roth for his presentation.
6. Meeting adjourned at 12:50.

Mission Statement

The primary mission of the Committee is to make recommendations to the Senate on matters pertaining to Student Admissions and Financial Aid bearing on Admission.

Committee Activities

In order to carry out the above mission this Committee shall review and make recommendations regarding:

1. admission's criteria for the purpose of identifying concerns and possible issues;
2. admission's trends and their impact on the University;
3. recruitment activities and factors that impede this process;
4. retention efforts and their impact on admissions;
5. student financial aid policies and procedures and their impact on the student body.

While these activities are necessary in order to make recommendation and identify potential problems/issues that need further investigation and/or action, it is not necessary for all these activities to be done yearly. It is the responsibility of the Committee members to identify areas to be dealt with each year.