

# Minutes

Provost's Office  
February 26, 2008

The Provost's Council met on Tuesday, February 26, 2008 at 8:30 a.m. in the President's Conference Room, Sheridan Hall 306.

Members present: Jeff Briggs, Chris Crawford, Tim Crowley, Mary Meier for Cindy Elliott, Paul Faber, Dennis King, Debbie Mercer, John Ross, Steve Williams and Larry Gould

## A. Call to Order

Action: The meeting was called to order by the provost.

### **1. Strategy Item**

Research Agenda

Action: The Council agreed to the following research agenda items for Eduventures: 1) Denver Office Demographics; 2) Quality Assurance; and 3) Adjunct Faculty and their Responsibilities. We will brainstorm at another session on what the specific questions should be posed to Eduventures personnel.

### **2. Decision Item**

Chronic Low Performance Notification

Action: The Council approved the Chronic Low Performance Letter. It will be sent to the faculty by the provost at the end of the academic year. Dr. Gould will check with the General Counsel to determine if the letter will need to be reviewed by the FHSU-AAUP Negotiation Team before implementation.

### **3. Discussion/Deliberation Items**

a) Noel-Levitz Priorities Survey for Online Learners

Action: Tabled

b) Analysis of FHSU Results for the 2007 NSSE

Action: Tabled

c) Faculty Teaching Overloads While They have Reassigned Time

Action: As a reminder, faculty should not be teaching overloads and receiving reassigned time. The deans were asked to check this information before sending applications forward to the provost.

d) Promoting Minors through the VC Website – Dennis King

Action: Tabled

e) Fall 20<sup>th</sup> Day Number of Students and Hours Enrolled by Type

Action: Tabled

f) Enrollment Data for Graduate Programs

Action: Tabled

g) Change in the Comprehensive Exams Effective S2008

Action: Tabled

h) Sample Advertisement for Tenure Track Positions

Action: Tabled

i) Recruiting the Military

Action: Tabled

j) Schedule for Merit Evaluations

Action: Tabled

k) International Faculty Development

Action: Tabled

l) Colleges Could Turn Away 60,000, Report Says

Action: Tabled

m) Proposal to Issue BPC Cards for Traveling

Action: Discussed the pros and cons of issuing the BPC cards to all faculty. It has advantages for certain faculty (shooting club, debate club, etc.) but the paperwork involved for the administrative staff would increase due to tracking and reconciling all of the credit cards for the department faculty. Also there is the reconciling of the BPC card log and the deadline for submitting it to the Business Office. The Council agreed that if it is an optional issuance of the card, then they would agree to the proposal.

n) Master's Program in a Box

Action: Tabled

o) Teaching Cost Analysis

Action: The president indicated this analysis doesn't really tell him much except there is a slight increase in cost. There are two things we can control: reassigned time for core faculty and the care of our adjunct faculty.

p) Secondary Screening

Action: Dr. Faber presented a proposal on screening our international students English skills. The proposal is that Mehran would go to each of the partner institutions in China in May and administer a screening test on all of the students who have applied for admission for the fall 2008 semester. After the screening test, it would be determined at what level the students would be regarding their English proficiency. The second part of the proposal has to do with the capacity

of international graduate students per class. It was proposed having 50 international students and 10 traditional students per graduate faculty. The third part of the proposal is that FHSU insist the graduate students come for orientation before the starting of the semester.

Mr. Ross would like to propose adding a year long orientation for international students sponsored by the Library. The provost would like to add this component to the draft proposal being discussed.

If the number of international partner students will be required to take intensive English classes, additional resources should be added to the ESL Center to support this initiative

We have 90 graduate applications for the fall semester evenly split between Communication Studies and Business.

For clarification, this proposal will apply to all international students not just our partner institutions.

At some point, we will put this back on the agenda for further discussion.

#### ***4. Informational Items***

##### **a) Govs Propose Investing in Higher Ed**

Action: Around the country there is motivation to invest in higher education. Kansas is in a unique position in that higher education is being funded right now. A lot of other states are not.

##### **b) University of Florida May Cut Transfer Admissions**

Action: If Florida is cutting classes, this will be an opportunity for recruiting students to our Virtual College program.

##### **c) Mobile Teaching and Learning Committee Requests**

Action: The committee is reviewing the request from the Department of Communication Studies. They will have their analysis on the request done by March 15 and John Ross will bring back the analysis to the Provost's Council for their review.

#### **B. Strategic Planning and AQIP: An Update**

Action: No report

#### **C. Announcements/Business**

1) Summer Salary Session -- The provost is asking the deans to cut classes where possible and to reduce the salary to the actual VC dollars amount spent last year. The deans will have to collectively decrease the total amount by \$60,000; this would reduce the total to \$829,000. The deans were asked to determine which classes could be cut and to bring the list to the next meeting for

discussion. The provost has \$1,028,000 allocation for summer including VC and on-campus.

D. Adjournment

The meeting was adjourned at 12:30 p.m.

c: Dr. Edward Hammond  
Dr. Herb Songer  
Mr. Larry Getty  
Dr. Joey Linn  
Dr. Daniel Kulmala  
Ms. Chelsey Gillogly  
Ms. Casey Rackaway  
Provost's Council Secretaries

6/3/2008 8:26 AM