Minutes

Provost's Council
February 5, 2008

The Provost's Council met on Tuesday, February 5, 2008 at 8:30 a.m. in the President's Conference Room, Sheridan Hall 306.

Members present: Jeff Briggs, Chris Crawford, Tim Crowley, Paul Faber, Dennis King, Debbie Mercer and Larry Gould

Members absent: Cindy Elliott, John Ross, Steve Williams

Guests: Jake Glover, President Hammond, Dan Kulmala and Alan Zellner

A. Call to Order
Action: The provost called the meeting to order.

Strategy Items
a) Research Agenda
Action: Tabled until the next meeting.

b) ESL Issues
Action: The president and provost agreed there should be a university-wide policy on the English Language Requirements for all students. In the interim, the president suggests talking with the currently enrolled Chinese students about the importance of being able to communicate in English in order to succeed at FHSU. Dr. Crowley was asked to create a committee to discuss the following issues: 1) review current policy statements and recommend universal text for English Language Requirements; 2) determine if the front-end screening is working and, if not, what we need to do to change it; and, 3) develop a plan to improve the American experience for all international students.

c) Faculty Development
Action: Jake Glover will find a definition of "faculty development" and include this in the report as well as a "mission and purpose" of faculty development. The deans and chairs need to provide input on how faculty development applications meet department and college goals, so the actual application form will have to be changed to include this focus. We will bring this back for further discussion at the next meeting.

2. Decision Items
a) Chronic Low Performance Notification
Action: Tabled until the next meeting.

3. Discussion/Deliberation Items
a) Noel-Levitz Priorities Survey for Online Learners

Action: Tabled until the next meeting.

b) Analysis of FHSU Results for the 2007 NSSE
Action: Tabled until the next meeting.

c) Faculty Teaching Overloads While they have Reassigned Time
Action: Tabled until the next meeting.

d) Update on the Course Evaluation Project -- Jake Glover and Dan Kulmala
Action: Dr. Kulmala and Mr. Glover gave a progress report on how the initial pilot of Academic Management Systems Course Evalut3 evaluation system worked in the fall 2007 semester. They are proposing its continued use for the spring 2008 semester and implementing it permanently in the fall 2008 semester. Before the provost agrees to continue the pilot program for the spring, he would like to see a report/proposal that includes: who will be evaluated, what are the principles to determine evaluation and a timeline for implementation. He also asked for a recommendation from Faculty Senate on which faculty should be evaluated. Dr. Kulmala agreed to discuss and provide the recommendation.

e) Promoting Minors through the VC Website – Dennis King
Action: Tabled until the next meeting.

f) Fall 20th Day Number of Students and Hours Enrolled by Type
Action: Tabled until the next meeting.

g) Enrollment Date for Graduate Programs
Action: Tabled until the next meeting.

h) Change in the Comprehensive Exams Effective S2008
Action: Tabled until the next meeting.

i) Sample Advertisement for Tenure Track Positions
Action: Tabled until the next meeting.

j) Recruiting the Military
Action: Tabled until the next meeting.

k) Student Affairs Diversity Request – Alan Zellner
Discussion: Alan Zellner was present to discuss the multicultural coalition's recommendations for the spring calendar of events. Approximately $6,400 is needed to fund the events, and Mr. Zellner is asking for support from the academic area for a total of $5,000. It was suggested he contact President Hammond for funding and also the Kansas Arts Commission as well as the Kansas Humanities Council for grants.
Dr. Gould also suggested that he write an action plan for a minimum of $20,000 for a budget to fund future events. Mr. Zellner will include the names of all sponsors in the

publicity. The deans also recommended that there be no admission charged for any of these events.

Action: The following commitments were made for sponsorship:

Arts & Sciences	$500	Nepalese music and dance
Business & Leadership	$500	Honoree Jeffers
Education & Technology	$500	Sue Thomas
Health & Life Sciences	$500	Jean Kilbourne
Forsyth Library	$500	general fund
Graduate School	$250 (contingent upon Music Department providing $250 match)	Nepalese music and dance
Virtual College	$500	Towards events they can tape and make available to VC students
Provost's Office	$2,000	Langston Hughes

4. Informational Items

a) The $1.4 Trillion Question
Action: Members were asked to review the information items included in the agenda, particularly those dealing with enrollment.

b) Eastern Kansas Students Enrolled at FHSU
Action: Members were asked to review the information items included in the agenda, particularly those dealing with enrollment.

c) American Diploma-cy Abroad
Action: Members were asked to review the information items included in the agenda, particularly those dealing with enrollment.

d) Open and Distance Education in India
Action: Members were asked to review the information items included in the agenda, particularly those dealing with enrollment.

e) Graduation Fair
Action: Members were asked to review the information items included in the agenda, particularly those dealing with enrollment.

f) 1+2+1 Update
Action: Members were asked to review the information items included in the agenda, particularly those dealing with enrollment.

g) Virtual College Enrollment by County

Action: Members were asked to review the information items included in the agenda, particularly those dealing with enrollment.

B. Strategic Planning and AQIP: An Update
Action: No action taken.

C. Announcements/New Business
1) Dr. Gould will be out of the office until February 19.

2) Cabinet is meeting on Wednesday at The Holiday Inn. The Holiday Inn is interested in partnering with FHSU. They have agreed to offer a flat rate of $45 to house candidates during their interviews. They are also interested in helping our students find jobs once the new hospitality management program is approved.

3) A graduate student (Human Resources major) has been added to the staff in the Personnel Office as an intern, partially to take over some of the duties of tracking down faculty who do not turn in all of their payroll documents. Eileen Roberts in the Provost's Office has been doing that along with tracking down faculty who do not turn in contracts. This is more of a personnel function and is being moved to that office.

4) The Faculty Senate passed the recommendation that there will be no student evaluations conducted on courses with enrollments of less than five students (see page 33 of the course evaluation proposal).

D. Adjournment
The meeting was adjourned at 12:45 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

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