

**MINUTES**  
Provost's Council  
December 15, 2009

The Provost's Council met on Tuesday, December 15, 2009 at 8:30 a.m. in the President's Conference Room, Sheridan Hall 306.

Members present: Mark Bannister, Jeff Briggs, Chris Crawford, Tim Crowley, Cindy Elliott, Paul Faber, Dennis King, Debbie Mercer, John Ross and Larry Gould

Guests: Dorothy Fulton, George Jackson and President Hammond

**A. Call to Order**

The meeting was called to order by Provost Gould.

**1. Strategic Items**

a) Tilford Group

The Provost suggested using Reggie Robinson's strategic themes as the core items to fill out the Tilford Group. This will allow Student Affairs to continue doing things on retention, access and participation in education and allow Academic Affairs to continue their efforts inserting diversity in the curriculum. The first thing the Group needs to figure out is the purpose and vision statement. The next thing is a set of commitments at FHSU. After these two tasks are completed, there should be action statements. It was suggested getting the original model of the Tilford Group from Myra Gordon. One of the concerns is the size of the Committee. It would be beneficial to have a 10-12 member Committee; anything larger usually does not reach their objectives. The Student Affairs area has some resistance to change the name from the Diversity Awareness Committee to the Tilford Group. Politically, it would be beneficial to use the "Tilford Group" as the name. There are also some concerns by the current Student Affairs committee members about the commitment from the Tilford Group to support the Student Affairs' components of the Committee.

Action: It was agreed to change the name to Tilford Group. Dorothy and George agreed to meet and come up with the purpose, vision statement and action statements. They were directed to come back with goals and objectives for review by the Council.

b) Budget Cuts

President Hammond attended the meeting to provide an update on the budget situation. He feels there are three moving parts right now – the China program/BBA, budget cuts from the State and investment in our programs. It

looks like we will have a \$1.3 million growth with the revenue strategy. We have around \$450,000 revenue from this growth. The President wants to commit that money to reinvest in the University. There is also an additional \$85,000 from Virtual College fees available. Dr. Hammond supports hiring two faculty in the College of Education and Technology and one faculty member in the Department of Marketing and Management. He agreed to invest another \$100,000 in the Virtual College to support additional coursework. Dr. Hammond will figure out how to cover the other two moving parts which may include budget cuts. Dr. Hammond indicated there will be a one and two percent cuts instead two and four percent. He is looking for cuts right now, not really efficiencies. The deadline for submitting this information to the Provost is: February 19, 2010.

c) Student Ratings System

Action: Tabled.

## ***2. Discussion/Deliberation Items***

a) Chronic Low Performance

Action: Tabled.

b) Student Absences

Action: Tabled.

c) Patent and Copyrightable Software Policy

Action: This is an informational item. KU and K-State are very interested in it. There was a motion by COCAO to change the policy so it will affect our Faculty and Unclassified Handbook and the Regents Policies and Procedures handbook.

d) Draft Distance Education Plan

Action: This is coming down the pipe. The plan was put together by the Board staff and there was a long discussion at the last COCAO meeting. It looks like the five-year plan has been eliminated. The plan is to make this a system-wide best practices statement and let the universities make adjustments.

e) Perks/Privileges for Being a Special Adjunct

Action: Tabled

f) Course Completion Rate for VC Students

Action: We are going to get out of the distance education and performance agreement discussions at the Board level. However, we are going to get further inquiries about how we are doing with students in the on-campus and virtual college environment. This was a report prepared by Drs. Crawford and Gould

which is included in the agenda. How do we measure graduation rates of distance education students?

g) Transparency by Design Template

Action: The University has signed up to participate in both of these initiatives-- College Profile and Transparency by Design (college choices for adults). Transparency by Design is primarily for distance education schools. Their reporting is a lot less robust than College Profile. College Profile is intentionally for our on-campus students and participation in Transparency by Design is done primarily for off-campus students.

h) Start Faculty Week Early for Integrated Orientation

Action: Dennis King and Hong Wang were asked to sketch out an agenda for course development for new faculty, how to prepare a new course for each faculty member, create a course pathway and build the course over the three-day period. Provost Gould asked the Council for feedback on the idea. It will be put back on the agenda at the next meeting.

i) Intensive Writing

Action: This is the latest version from Dan Kulmala. Dr. Gould asked for feedback from the Council. It was suggested red flagging some courses as intensive writing classes. The other problem is getting students aware of intensive writing.

**3. Informational Items**

a) Higher Education Enrollment and the Economy

Action: This article comes from Royal and Company and was picked up by President Hammond at the AASCU President's Conference.

b) University of the People

Action: It is up and running; they are competition for us but it is very small.

c) Morris K. Udall Scholarship and Excellence in National Environmental Policy Foundation

Action: We had an Udall Scholar back in 1998 but haven't had one since then.

d) Floor Plans for Martin Allen Hall

Action: This demonstrates the thermal conditions in Martin Hall. Currently physical plant staff are going to each office and resetting the thermostats.

**B. Announcements/New Business**

Faculty Senate Resolution

Action: Asked the Council to review the document provided by Faculty Senate for discussion at the next meeting.

**C. Adjournment**

Action: The meeting was adjourned at 12:32 p.m.

c: Dr. Edward Hammond  
Dr. Tisa Mason  
Mr. Larry Getty  
Dr. Joey Linn  
Dr. Jeff Burnett  
Mr. Brad Stramel  
Ms. Casey Rohleder  
Provost's Council Secretaries