

# Minutes

Provost's Council

March 24, 2009

The Provost's Council met on March 24, 2009 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, Lou Caplan for Paul Faber, Dennis King, Debbie Mercer, Carl Parker, John Ross and Larry Gould

## A. Call to Order

The meeting was called to order by the Provost.

### 1. Discussion/Deliberation Items

#### a) Building a Public Agenda for Kansas Higher Education

Dr. Gould asked those representing another individual at this meeting today to pass this on to that person. This is the strategic plan for the Board of Regents, and we will discuss this at a future Provost's Council meeting.

#### b) Undergraduate Honors Research Program

The hard sciences and the FHSU Honors Society have taken an interest in this area, and they will draft a resolution to submit to the Student Government Association. The FHSU Honors Society is a group of students with a 3.8 GPA and above and are interested in seeking additional challenges/opportunities for research. Dr. Gould provided them with a \$3,000 budget to begin operations.

#### c) Grant Opportunities

FHSU is eligible for a "Strengthening the Institution" grant. Dr. Gould will organize a group to work on a grant proposal. There is also stimulus money available, and departments need to take advantage of these opportunities to generate revenue in these difficult budget times. The Kansas Health Care Foundation also provides grants, so departments should check out their website.

#### d) Authentication for Virtual College Students

Dr. Gould said that President Hammond wants a policy statement developed. He is interested in knowing who is proctoring exams as well as what software is available in this area. The Higher Learning Commission is doing some work in this area as well.

#### e) Budget

Dr. Gould completed the budget information last night as well as the revenue growth plan. He asked the deans to make sure that the Virtual College enrollment maximums for summer and fall are in place as well as the additional Virtual College courses are in place for fall 2009. Both of these are crucial to meeting our revenue growth plan. He noted that Barnes and Noble have missing information on their website. Departments need to make sure to provide the bookstore with instructor information and textbook information as soon as possible.

The latest information from Topeka on the budget is that the cuts will be somewhere between 7 and 9 percent with no increase in tuition. President Hammond will meet with the Student Government Association to discuss tuition.

Dr. Gould noted that residence hall contracts are down 20 percent as compared to last year. Admit numbers are also down as compared to last year, but financial aid applications are up from last year.

f) Request to Change Faculty Development Committee Terms

The members agreed to leave the current terms of three years with the possibility a person could be appointed to a second three-year term.

g) Lecturer and Senior Lecturer Policy

This policy is geared toward our long-time temporary employees who will never earn a terminal degree but who are excellent teachers and cannot be promoted under our current system. This policy provides the opportunity for promotion for those individuals. The instructor rank **would not** be eliminated. The remainder of this discussion centered around editorial changes to the policy. Dr. Gould will incorporate the changes into the document and will forward it to Todd Powell for input.

h) The Faculty Senate passed a resolution in 2007 that the use of BlackBoard not be mandated. The students want faculty to use BlackBoard, particularly the gradebook. We have discussed purchasing other software with that capability. Students want electronic access to their grades.

Another issue is that faculty are supposed to update their course syllabi on BlackBoard, and that is not always being done. It was suggested that having a standardized template for course syllabi might help us move in that direction, and this item should be placed on the academic calendar as a reminder for faculty. Dennis King will take this back to Travis Taggart and Pawan Jain for their input and will bring back their recommendations to the next meeting.

i) New course prefixes have not been finalized in all departments. However, they have been approved for the College of Education and Technology. Dr. Gould noted that he is getting requests for new “specializations.” The Board of Regents handbook does not use that terminology. It recognizes “concentrations” and “emphases.” Dr. Gould has talked with the Registrar’s Office and has asked them to change the terminology to be consistent with the Regents handbook.

j) Virtual College Enrollment Restrictions

We now enroll the Virtual College students a week before on-campus students, so there should be fewer on-campus students enrolling in Virtual College courses. This semester, only Virtual College students enrolled in the StraighterLine courses. The hope is that students will have a good experience with FHSU and StraighterLine courses and take either on-campus courses or other Virtual courses through FHSU.

Dr. Caplan raised the issue of the English Department’s policy on enrolling students in English Composition courses. Advisors are supposed to complete a form which is sent to the English Department, and the English Department will decide if a student can enroll in a Virtual English class.

Dr. Caplan also asked about students who were admitted under the window. What do they have to do to be admitted for the second year? They have a student that only enrolled in 6 hours but did get As in the class. The student was told she had to enroll in 5 hours this summer in order to enroll in the fall semester. Dr. Gould said to talk to Joey Linn and said the policy is they must have 2.0 GPA and complete at least 24 credit hours. He asked the deans to remind the chairs of the policy.

Other items were tabled. We will use the same agenda for the next meeting.

Meeting adjourned at 12:45 p.m.

c: Dr. Edward Hammond  
Dr. Tisa Mason  
Mr. Larry Getty  
Dr. Joey Linn  
Ms. Casey Kelch  
Provost’s Council Secretaries