MINUTES
Provost's Council
October 8, 2009

The Provost's Council met on Thursday, October 8, 2009 at 8:30 a.m. in the President's Conference Room, SH 306.

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

Guest: Joey Linn

A. Call to Order
The meeting was called to order by Provost Gould.

1. Decision Items
a) Batch Loading of Students Names to Blackboard Policy
Action: The policy was approved for both on- and off-campus courses. However, it does not affect our international partners. The deans were asked to apprise faculty of the Council's decision. Dennis King will send out a campus-wide email on October 26 to notify faculty of the implementation of this policy effective Spring 2010.

b) Elimination of Paper Grade Change Form
Action: The Council approved the proposal to eliminate paper grade change forms. The paper form is archaic and not used by 90 percent of faculty. Joey Linn indicated there is a form on Lotus Notes that should be used. Tammy Winters from the Registrar's Office indicated her willingness to provide training with departments, faculty or staff on how to use the electronic form. It was agreed to add the Change of Grade Policy and maybe the Incomplete Policy at the bottom the electronic form. Dr. Linn will send out the email to the faculty/staff later in the fall indicating the elimination of the paper forms.

2. Discussion/Deliberation Items
a) Office Hour Language
Action: It was agreed the four academic deans will meet and come up with possible language to be brought back to the Council for discussion.

b) Summary of Summer Academy
Action: Cindy Elliott provided a summary of the summer academy. We are waiting on the outcomes of the mid-term grades to see if the students who attended the academy improved their performance. Right now, there is no plan

to offer an academy next year. Cindy Elliott will meet with the committee to discuss where we go from here. The academy also used the time to talk to students about American culture and what is expected of them in our classes. All of the instruction was tied back to outcomes. The bottom line is that we are seeing improvement and progress is being made with these students.

c) Purchase of Book for New Faculty
Action: The Provost's Council agreed the Provost should purchase the book for new faculty.

d) Commencement Activities
Action: The Provost's Council reviewed the listing of departmental/college activities and was asked to let Cindy Cline know if any changes need to be made to the list. Also, each dean was asked to forward the name of a faculty member to serve on the committee Dr. Mason is creating. The Committee will look at all of the activities and make a determination on the overlap of events and the costs.

e) Fall Convocation Feedback
Action: The Provost reviewed the goals he set at the Fall Convocation and reminded the Council to work on these initiatives. It was also agreed to keep the break during the morning session.

f) Listing of Classes Required for a Major that Are only Offered On Line
Action: This is the listing of courses that are required for a major and only offered on line.

g) Feedback from Legislative Post Audit Performance Report
Action: None

h) Online Teaching and Faculty
Action: Tabled

i) General Education Survey
Action: The proposal is to send the survey every year electronically to all students, not just seniors. There are a number of changes to the original questions. It was agreed to review the document and put back on the agenda for discussion.

j) Faculty Senate/Academic Agenda Review
Action: Tabled

k) Program Review Schedule
Action: Tabled

l) Headcount and SCH by College of First Major
Action: Informational item

m) Notes from Bookstore Meeting
Action: Reminder that faculty should check book orders to ensure Follette is listed as the University's bookstore.

3. Informational Items
a) Alumni Profiles for the University Website
Action: The departments were reminded to submit the alumni profiles to Suzanne Klaus.

b) New Billboard Signs
Action: Informational item

c) Dining Service Enhancements
Action: Tabled

d) Rosetta Stone and FHSU
Action: Tabled

e) Careers of the Future
Action: Tabled

f) FHSU Enrollment Surpasses 11,000
Action: Tabled

g) Agreement with Zhejiang Yuexiu Univeristy of Foreign Languages, FHS and NCKTC
Action: Tabled

h) URE Projects and Information
Action: Information item that organizes the URE projects. Decisions will be made by October 15 on the funding of the projects.

B. Announcements/New Business
New York Time Knowledge Network appeared in the New York Times which lists our courses.

Search engine optimization

Reach Local is a company that reviews search engines on the web and lets the University know which words are keywords and which search sites are driving users to our site.

C) Update on EMG Proposal
Action: No report

D. Adjournment
Action: The meeting adjourned at 12:43 p.m.

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