

**MINUTES**  
Provost's Council  
March 15, 2011

The Provost's Council met on Tuesday, March 15, 2011 at 8:15 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, Nona Barton for John Ross, Robert Scott and Larry Gould

Guest: President Hammond

**A. Call to Order**

The meeting was called to order by the Provost.

***I. Discussion Items***

a) President Hammond/VC GTA's

Action: President Hammond talked about his plan of increasing on-campus student enrollment. There is some question about what part of the plan has been approved or not approved. President Hammond indicated he will send a memo to the deans and Tim Crowley clarifying the question--there are a total of five GTA's (three in the Department of Health and Human Performance and two in the College of Arts and Sciences) that have been approved for another year. These positions are in the budget for next year. In regard to the Virtual College GTA's, no decision was made to continue these appointments because they were not being used the way they were initially set out in the business plan. The purpose was not fulfilled. Dr. Briggs proposed to continue with the current number of GTA's. Dr. Hammond is concerned about the additional cost since the University is planning on paying GTAs a 50 percent stipend and provides them with health insurance. We currently are the only university in the Regents that does not provide health insurance for GTA's. Dr. Crowley would like to have a line item for the VC GTA's and the President agreed to talk to the Budget Office to create one. President Hammond agreed to use the fall 2010 as the benchmark semester to determine if the Department of History can increase the number of graduate students on campus. The Department of Health and Human Performance will continue with two GTA's and there will remain two in the MIS Program in the College of Business and Leadership.

b) Summer Session Website

Action: The Council was asked to look at the schematic of a summer session website design and to provide Desi Hammett with input.

c) Transfer and Articulation Task Force

Action: The Task Force's proposal is to have a Regents website that will articulate all of the courses for the Regents universities and an advisory board represented by each university.

d) MSEP Criteria

Action: This is on the KBOR agenda this month. Each University is required to write a set of guidelines for MSEP. Dr. Gould has been charged with the task of writing the guidelines for FHSU. It was agreed by the deans to submit all of our programs except the Radiological Technology Program.

e) Internationalization Team Survey/NSE-ISEP Data

Action: The raw data was included in the agenda. Dr. Crowley has a summary of the data if anyone would like a copy. The bottom line is: communication (marketing, clarifying the policy, continuing to schedule forums, public relations, perception that students do not know where to go to discuss international services). We need to continue to build on the things we are doing correctly and encourage students to apply for Fulbright scholarships.

f) Update on Pilot Project Using One International Agency on Commission

Action: Provost Gould asked Dr. Crowley to do more research on this subject. Dr. Crowley reported that Pittsburg State is using agencies in three countries. The results are mixed on recruitment of students. The practice at most universities is to pay 10 to 15 percent of the first enrollment admissions fee for the students. It was suggested the University budget to have agents come to our campus to see what we have to offer. The Provost is of the opinion that we need to use agents to get students to come to campus because we are not as notable to international students as Purdue. Cindy Elliott is recommending we also use an agency here in the US that is free. Dr. Crowley will provide his feedback to the Provost to submit to the President.

g) Faculty FAQs as a Concept

Action: Maybe we can use this concept to answer questions about the Division of Academic Affairs on the provost's website. It will be put back on the agenda for further discussion.

h) Doctoral Program

Action: At some point, the Council needs to take the pre-proposal, look at it and make a determination if we want to go forward with this to the next level within the next 3-6 months.

i) Curriculum and Materials Fees

Action: The Provost does not like additional fees because it reduces the transparency of our tuition/fee charges to our students. It is his assessment that fees should be minimal and should be consumable products, not used as a slush fund for a faculty member.

j) Federal Regulations for Repeated Courses

Action: Tabled until the next meeting.

k) Prize Policy

Action: Here are the IRS regulations and the FHSU regulations. The University can't give away prizes. If you want an exception to this rule, there will be a form that has to be completed and submitted to the President's Office for approval.

## **2. Informational Items**

### a) KU Works for Kansas

Action: If the Council thinks FHSU should do a similar brochure, let the Provost know and he will let the President know to go forward with it.

### b) Eduventures 2011 Collaborative Research Agenda

a) This is the latest agenda from Eduventures.

### c) Graduate Data for 20<sup>th</sup> Day

Action: The Graduate School has an overall growth of 1.1 percent. However, special graduates and Virtual College graduates are down.

### d) Suspension Letters Data

Action: These are financial aid numbers, not academic.

### e) Travel Guidelines

Action: According to the President, this policy has been abused in the past. The regulations state that if a van is provided, other travel reimbursement will not be provided to the traveler. President Hammond indicated that if faculty members have a legitimate reason for not going in the van, they should contact his office and he will review the request. If it is a legitimate request, he will contact the business office to approve the additional travel expense reimbursement.

## **B. Announcements/New Business**

a) Two notifications about things that have happened in Topeka were distributed to the Council--one is the Engineering Proposal for the expansion of this initiative. The other one is the Governor's attempt to consolidate the Kansas Board of Regents and the State Board of Education.

b) The Performance Agreement has been submitted and approved for full funding by the Kansas Board of Regents. There are a couple of minor changes but nothing major. FHSU is making progress on all of the KPI's. We will have a new set of goals that will have to be submitted in June to the Kansas Board of Regents.

c) Dr. Gould would like to begin a discussion of the payment of assessment fees by the university instead of charging students.

d) There is a revision to the Blackboard policy on the dates of going live. The first business day of April has been established for the summer and fall semesters to create course shells and the first business day of November will be used to create course shells for the spring semester. April 1 will be the first day for mobile applications to be available at the University.

### **C. Adjournment**

Action: The meeting adjourned at 11 a.m.

c: Dr. Edward Hammond  
Dr. Tisa Mason  
Mr. Larry Getty  
Dr. Joey Linn  
Dr. Rita Hauck  
Mr. Tyler Thompson  
Ms. Casey Rohleder  
Provost's Council Secretaries