

MINUTES  
Provost's Council  
October 31, 2012

The Provost's Council met on Wednesday, October 31, 2012 at 8:30 a.m. in the President's Conference Room, Sheridan Hall 306.

Members present: Mark Bannister, Jeff Briggs, Chris Crawford, Tim Crowley, Mary Meier for Cindy Elliott, Paul Faber, Dennis King, Jennifer Bonds-Raacke, John Ross, Robert Scott and Larry Gould

Guest: Kristi Mills

**A. Call to Order**

The meeting was called to order by the Provost.

***1. Strategic Initiatives***

a) Foundation Courses

Action: A subcommittee has been created to review the problems with new freshmen attempting to enroll in foundation courses on pre-enrollment date when there are no longer sections available. The committee is looking at creating block scheduling for the foundation courses. The data indicates that students who take English Composition I the first semester and English Composition II in the second semester, there is an 87 percent retention rate of these students. There is backlog of students that are not being put into the foundation course which encourages the drop-out rate for the University. Of the total 437 seats available, 49 of them are listed as sophomores or higher. There were a 120 of them listed as freshmen (not first time) and we are still short 239 seats. If we continue to have 900 plus students, we need more capacity. There will be 30 courses available in the Virtual College if we meet capacity for on-campus students. Dr. Griffin asked for direction from the Council for the spring semester. The band-aid solution is to hire adjuncts to teach the courses to resolve the bottleneck of students who have not taken the foundation courses. It would cost \$460,000 to hire enough faculty to meet the current demands. One of our solutions is to open one or two sections of each of them (English Comp I, MIS 101 and College Algebra) for the spring 2012 semester. The orientation class is now going to be a one hour course that will be voluntary.

b) Intersession 2012

Action: This is an update of enrollment for the intersession. There is a drop date of December 1 when a faculty member has to cancel the class. Dr. Scott assured the Council the two COET will fill up to capacity before the deadline.

***Discussion Items***

a) Academic Affairs Website Audit

Action: This is an update of the changes to the audit for the website.

Dr. Briggs noted that in Health and Life Sciences, most of the webmasters are faculty. Most of them are not very skilled in web development and are not paid for the extra duties. We do not have the staff to do the kind of marketing that is expected. The web software we have is not very easy to manipulate.

Dr. Scott said in the College of Education and Technology, they call Suzanne when they have changes. She updates the web pages for them. In addition, faculty expect to either get released time or to get paid if they are to serve as the department webmaster.

Kristi said they tried to make training available for the department secretaries so that if faculty were not available, the secretaries would be able to update the web pages. Unfortunately, the secretaries did not all show up for training. The training itself was very basic. Dr. Gould wants them to be able to maintain the websites once they are produced.

Dr. Gould noted that he would be willing to bring in a team of persons or to hire people (perhaps even students) on a part-time basis for those departments who need assistance. He also noted that our new academic marketing specialist may be able to assist departments with their web pages. We do need to come to agreement on the elements that should be included. Dr. Gould also noted that Dr. Crowley does an excellent job on the Graduate School website and would be another resource for departments.

Dr. Gould wants to establish a deadline and a template after he has an opportunity to talk to Suzanne. He asked Kristi and/or Cindy to put an approval date and "Office of the Provost" at the bottom of the handout.

b) KU Works/Can We Do This in Academic Affairs

Action: The back side is the real key to the brochure. It provides the consumer with information about the academic affairs division.

c) Presentation by FHHS Students

Action: Students from the Honor Society came to the meeting to show their appreciation to the University. They also explained the projects the Society is doing on and off-campus. All of the Council members and spouses were invited to the Honor Your Professor dinner on November 23, 2012. RSVP's should be sent to Cindy Cline.

d) Summer Session

Action: We only had four general education courses on campus last summer. The Saudi students are not here as traditional students. They are required to take courses during the summer and are unable to enroll in Virtual College courses due to stipulations by the Saudi Arabia government. They are required to enroll in on-campus classes. If we want Saudi Arabia students to continue to enroll at FHSU, we need to make accommodations for them. Indeed, all of our international students may need classes on campus during the summer. It was suggested the advisors get together and determine which summer classes are needed by these particular students to schedule classes in the summer. Let the

Provost know what they come up with in order for him to relay the information to the President.

e) Internship Exploration Task Force

Action: An approach to be used for internships was included in the agenda. The Council was asked to take a look at it and see if we need additional members on the task force. It was noted that Academic Affairs' representatives, John Montgomery and Theresa Billot, no longer works at FHSU. We will need to appoint new members and include someone from Health and Life Sciences. It was suggested Wally Guyot and Cheryl Duffy replace the two members who are no longer employed at the University and add Kim Stewart and Mark Bannister.

f) IDS 350 Redesign Workshop

Action: Tabled.

g) The Metro Academies Initiative

Action: Tabled.

h) Action Plans Priority List

Action: The Council was asked to review the action plan list and speak with the Provost if there is a plan that should be moved up in priority.

i) Red Balloon Projects

Action: The Provost wants to connect to NSSE data and make it correlate with the Red Balloon funding.

j) Post Tenure Review

Action: Regents are interested in doing something for post tenure review.

k) Lecture capture

Action: Take a look at it. Not sure it entices faculty to use it.

l) LotusNotes calendar

Action: Please ask your chairs to post their calendars on LotusNotes and provide access to the calendar to everyone. If chairs are not certain how to set this up, they can call Viv Zimmerman in the Computing Center for instructions.

m) Estimated Education Abroad Activity for 2013

Action: The Provost is encouraged by the report but we need to continue to build on it.

4. What Should We Know Today?

a) Action: Distribution of Virtual College information that show characteristics of what or who to market our product to in each state.

b) Academic Chairs Conference

Action: Distributed information on the conference in San Antonio.

c) Distribution of FHSU budget cards that can be used to demonstrate the breakdown of how state funds are used and what they are used

**B. Adjournment**

Action: The meeting was adjourned at 12:30 p.m.

c: Dr. Edward Hammond  
Dr. Tisa Mason  
Mr. Larry Getty  
Dr. Joey Linn  
Dr. Emily Breit  
Mr. Kyle Calvin  
Provost's Council Secretaries