

MINUTES
Provost's Council
June 18, 2013

The Provost's Council met on June 18, 2013 at 8:30 a.m. in the President's Conference Room, Sheridan Hall 306.

Members present: Jeff Briggs, John Ross, Debbie Staab for Dennis King, Rob Scott, Tim Crowley, Paul Faber, Stephen Schleicher for Mark Bannister, Mary Meier for Cindy Elliott, Larry Gould and Jennifer Bonds-Raacke

A. Call to Order

The provost called the meeting to order.

1. Strategy Items

a) A "Reserve" Issue

Action: Legislative Research Audit is getting ready to do an audit of all state universities that have money reserves. The University has around \$2-3 million dollars in OOE accounts. Some spend it wisely and others do not. If the Legislative Research Audit does conduct an audit in the next 12 months, we need to develop a reserve strategy. One strategy is to take the OOE money and reallocate it to each of the departments as of 2013. Maybe we need to fund some projects with any overage. One strategy is to use funds for internal action plans. We haven't made any allocations in OOE for about 10 years. It is essential to show a plan on how to use the funds that are in reserves. It seems we are getting mixed messages – at first, the message was to conserve and be efficient; then, in mid-year it was, spend money in reserves. The Provost would like to at least have a concept strategy. If there are budgets that you can move funds from into another account, please notify the Provost. The deans asked if there was a way to figure out how much money has been carried over from each account for each department for the past five years. Chris Crawford indicated he would have Kristi see if this information could be provided by the Budget and Planning Office. The Provost is not advocating cutting into regular OOE but just if there is an excessive carryover amount. It was suggested: creating red balloon accounts, use service learning accounts, encumbrances, and reallocation as possibilities to deplete any reserves that may show up in an audit. We need data from unspent student labor money for a span of five years for all of the units in academic affairs. The Provost is going to think about whether to begin implementing a strategy right away or wait until we know if we will be audited.

b) More Virtual College Policies and Procedures

Action: This is a first cut of the Virtual College policies and procedures. Specifically, the student support services sections need to be completed by the deans and directors. This assignment is something that doesn't have to be done until spring 2014. The audience for the policies/procedure is faculty and staff. It was decided to work on one section at a time and bring that back to the Council for review. Then, move forward and work on another section. It was suggested adding information about concurrent enrollment and late enrollment in both the students and faculty sections, change to support service, move

faculty to the first part of the section and include administrative procedures at the beginning of this section. It was agreed that a short portion of Provost's Council would be dedicated to working on this project.

2. Discussion Items

a) Commencement Survey

Action: The vast majority of the comments were about the building being very hot and peoples' frustration with the heat. The Council wondered about other state institutions such as PSU and ESU and whether they have two graduations or one. It was determined that PSU has one in May and December. Suggestions for next year: continuity in all staff members with vests, distribute water to students, faculty and, possibly, attendees. It was suggested having two graduations – one in December and the other in May. Possibly have barrels of water sitting all over the building for everyone. Some of the Asian students left after receiving their diplomas. There are not enough faculty for all of the rows of students. Honor cords are distributed by the departments, not the Registrar's Office. Please remind chairs and faculty about this. Speak with Brad Haynes about selling bottled water to attendees and providing free water to graduates and faculty. Invite adjunct faculty to attend Commencement. The Commencement Committee was asked to create two surveys—one for undergraduate and one for graduate. The surveys will be brought to the Provost's Council for review before distribution.

b) Program Review Results

Action: This will be shared with the President. The Provost suggested the deans attempt to improve those programs that are on the intensive review track. Particularly the MA in English, the BS in Computer Science, and the BS in GIS/Geography were pointed out as needing improvement. The deadline has been added to the letter to provide a report to the dean and provost on progress toward improving their program. What is the status of last year's program review? Chris was asked to provide the deans with the results from last year.

c) English Competency for International Student Integration

Action: This is the best article the Provost has found with an overview of how English competency for international students is being integrated in the classroom. A pilot of students (50 to 75) in China will be required to take the Rosetta Stone classes this next semester. There is a joint proposal for a Center for Language, Literacy, Culture and Learning. It is being combined with the Learning Commons and has various options for students to learn languages and other various language interactive opportunities. Dr. Crowley will be assigned as the Director of the Center.

3. Informational Items

a) Faculty Hold the Keys to Lower Textbook Costs – But Do They Care?

Action: The Council was asked to review the document for informational purposes.

b) China Supports Central, Western Universities

Action: The Council was asked to review the document for informational purposes.

c) For Many Chinese Hoping to Study in the U.S., Language May Be a Problem
Action: The Council was asked to review the document for informational purposes.

d) U.S. Answer to Confucius Institutes
Action: The Council was asked to review the document for informational purposes.

e) High-Tech Cheaters Pose Test
Action: The Council was asked to review the document for informational purposes.

f) Salary Package for Unclassified Staff Not Including Faculty
Action: The Council was asked to review the document for informational purposes.

g) Universities Fighting World Hunger Summit 2013
Action: The Council was asked to review the document for informational purposes.

h) Governor Brownback Signs Pro-Growth Tax Reform
Action: The Council was asked to review the document for informational purposes.

New Business

Student Authentication is part of our distance education goal and Dr. Hammond has charged the Virtual College with coming up with a solution. The Provost distributed a copy of a webinar that discusses this issue. The Provost reminded the Council we are using a pilot of the Biosix program. Debbie Staab was asked to have Dennis report to the Council at the next meeting the status of the pilot program.

4. What Should We Know Today?

No additional Items.

B. Adjournment

The meeting adjourned at 12 pm.

c: Dr. Edward Hammond
Dr. Tisa Mason
Mr. Larry Getty
Dr. Joey Linn
Dr. Stephen Donnelly
Mr. Chris Roberts
Provost's Council Administrative Assistants