

MINUTES  
Provost's Council  
October 1, 2013

The Provost's Council met on October 1, 2013 in the President's Conference Room at 8:30 a.m.

Members present: Mark Bannister, Jeff Briggs, Chris Crawford, Tim Crowley, Cindy Elliott, Paul Faber, Dennis King, Shala Mills, Rob Scott, Tom Lippert for John Ross, and Larry Gould

Guests: Nicole Frank, Austin Niehaus, and Jackie Ruder

**A. Call to Order**

The meeting was called to order by the Provost.

**1. Discussion Items**

**a) Student Lookup App and Wait List**

Action: The Computing Center staff demonstrated the waiting list application that is now available on Tigertracks. For Virtual College students, the list will be based on the course level and on-campus students it will be available by section level. The wait list is a first come, first serve basis for both Virtual College and On Campus students – there is no distinction. Once the student accepts the class, it goes into the regular advising system for the student. There are some conditions which will not allow a student to be put on the wait list. They are: 1) student is enrolled in more than five courses; 2) if it is a Virtual College course; 3) there are other on campus sections available; 4) already enrolled in course; and 5) it is past the registration drop date which is the first day January 8 for spring 2014. There are then options of actions they can take. The student has a period of time to add it to their schedule (36 hours). Students will be notified if the course is cancelled. There is an unlimited number for each wait list. Jackie is going to take a look at CICS screen 65 so the instructor/advisor/dean will know if there is a waiting list for the class. She will get back to Chris and Dennis. This is going to be publicized in the FAQ's, and in the news section of Tigertracks. The question was raised about allowing the deans to see the waiting list. There will be a portal created to allow them to see it. The provost would like to see some type of "nudge" technology built in for advisors/students/deans. There are no analytics built into the system except to track the number of log ins. Currently, there are no assessment tools built into the application. The application will be ready to go for the October pre-enrollment.

**b) Adjunct Awards**

Action: Nicole Frank asked for permission to move forward with this award. We have up to 180 adjuncts and it will continue to grow. The Council went through the award and its criteria. The Provost would like to address these other areas: course management, delivery skills, content expertise, course design and application of the technology. It was suggested to use the current criteria. Go ahead with 45 percent for #3. This is for part-time not just adjunct (not benefits eligible) faculty. Do we want to reduce it to four awards each semester and then pick an outstanding adjunct for the Fall Convocation. Nicole will rewrite the changes and implement the award process. Nominees will be one from each college forwarded by the deans, with two \$500 awards, one for each semester. The Provost agreed to pay for the award winner to come to Convocation to receive the award.

***c) Pass/No credit policy***

Action: Our current policy limits a student to only 24 hours of transferrable credit and they are unable to apply it toward their general education requirement. The situation outside the university has changed dramatically. Western Governor's University, and other Universities, offers competency based courses to students and only award passing grades. We usually accept more than 24 hours from these types of Universities. The question is: do we keep our current policy or make changes? The current policy is that if the University is basically only giving passing grades, our Registrar's Office is currently accepting the courses. The Registrar's Office is interpreting that a student must take 30 hours in a major to accept a grade. It is a real problem for them. The issues are: the 24 hour limit, the application to the general education program, and the major. These changes would only affect students transferring in courses, not our native students. Dr. Faber will put together a proposal with these changes. A deadline of Oct 31 was given. It will be put back on the November agenda.

***d) Lecture Tools***

Action: Susan Zvacek is looking for faculty to participate in this initiative. Deans were asked to notify chairs of this initiative and, if interested, to contact Susan. The deans agreed that Susan may be more knowledgeable on which faculty members would benefit or who are interested in this type of software. Susan will be instructed to directly contact these individuals.

***e) Prior Learning Assessment (PLA) Notes and Documents***

Action: The Regents have indicated they will accept 30 hours for an associate's degree and 60 hours for a bachelor's degree plus competency based tests. Dennis King will meet with Joey Linn to review our policies and make changes to accommodate the Regents outlook of PLA. Dennis will develop a proposal to present to Faculty Senate to raise a level of awareness and allow them an opportunity to discuss it.

***f) Supplemental Budgets for Materials in Departments***

Action: There continues to be additional fees charged to students for certain classes above the cost of tuition and fees for a class. Rachel Depenbusch is doing an audit on the fees that students have to pay. It was suggested to also do a survey of the departments to determine if the responses from students match those from the department. The Provost wanted to alert the deans this will be sent out from Administration and Finance.

***g) Out of state authorization tracking report***

Action: This document was shared with the Regents. As a side note, KSU and FHSU were the only ones that responded to this request.

***h) MHEC Midwestern State Authorization Reciprocity Agreement***

Action: KBOR is not in favor of joining the reciprocity agreement. It costs the state more time and money if all of the 50 states do not sign onto this program. The Provost would be surprised if the State of Kansas doesn't join.

***i) Complete college Kansas***

Action: This will be on the next KBOR agenda. It will probably be passed.

***j) Criteria for Chair Appointments***

Action: Tabled.

***k) Distribution of Cost for Faculty to Attend NACADA Conference***

Action: Next year, the Provost will go back to the three-way split for payment to send a faculty member to the NACADA annual conference to accept the award. The three-way split is: department, dean and provost.

***l) Enrollment and Recruitment***

Action: The numbers are not in our favor due to the low population in western Kansas.

***m) Distribution of Grades Inflation and GPA for FY 2013***

Action: Since the Legislature asked for grade inflation, this is the data from our institutional research warehouse. This data indicates we are about a "C" letter grade. The data was collated by every course not by major. It excludes pass/no credit, withdrawals, etc.

***n) Update of Adjunct Onboarding, Training, Engagement and Support***

Action: This proposal is what Nicole Frank provided to the President. He has not indicated there were any problems with the proposal. Currently Nicole and 12 new adjuncts are enrolled in the Learning House, BP 501 Foundations of Online Delivery course. In November, the BP 502 course will be available.

***o) Performance Agreement 2014-2016***

Action: Performance agreement has been approved by KBOR.

***p) Emergency Withdrawal Policy***

Action: The reason for the policy is of an incident where someone in student affairs basically allowed a student to withdraw due to medical reasons. The grade was removed from the student's transcript. The grade that was removed was from four years ago. University policy states: the provost is the only one who can change a grade, and, only after an appeal is completed. This new policy would allow student affairs to change a grade. It will be discussed at the next President's Cabinet meeting. The Council was asked to review for discussion at next meeting.

**2. Informational Items**

***a) Student Look Up Feature in Tiger Central***

Action: This application is similar to the student roster/student information in CICS. It allows faculty to look up basic information including picture, DOB, social security number, tiger id number, current and home address, advisor, etc. Plus, the application allows the user to search by a couple of variables. It was agreed that all faculty should have access to all students. Chairs and deans should have access to this information, as well. Staff will have access to the same level of security as they do now in CICS. Todd Powell will be asked to review the application to make a determination on the privacy issue. It was suggested removing the social security numbers and changing the date-of-birth to actual age. These are preventive measure to discourage identify thief.

***b) Numbers of scholarships***

Action: This is a background informational item of what the FHSU Foundation is providing the University. There is some dispute on the numbers but they are official.

***c) Student Orientation Feedback***

Action: This comes from Tisa Mason/Student Affairs. It provides us with a picture of what our students are thinking about orientation.

***d) A Students Guide: Leveraging MOOCs for Credit***

Action: This article is a good background on MOOC's. Keith Campbell's MOOC class was featured in the Kansas City Star. The article implied the course wasn't free.

**3. What Should We Know Today?**

a) October 14 is the first day for enrollment including intersession classes.

b) There are four more slots available for faculty to attend the OER conference in Utah. The Provost instructed the deans send names of nominees to Cindy Cline.

**B. Adjournment**

Action: Meeting adjourned at 12:01 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