

# Minutes

Provost's Council  
March 6, 2007

The Provost's Council met on March 6 at 8:30 a.m. in the President's Conference Room.

Members present: Jeff Briggs, Chris Crawford, Cindy Elliott, Paul Faber, Dennis King, Debbie Mercer, John Ross, Steve Trout, Steve Williams and Larry Gould

Guests: Jill Arensdorf and Todd Powell

## A. Call to Order

Action: The meeting was called to order by the Provost.

## **1. Decision Items**

a) English Language Requirements for Graduate School

Action: Changes to the requirements were approved by consensus by the Council

b) Specialty Computer Lab Rationalization Report

Action: This is the final version of the report and will be on ISM next week. The deans were invited to attend ISM to respond to any questions to the list. John was asked to revise the glossary of terms. The Council adopted the report.

## **2. Discussion/Deliberation Items**

a) Service-Learning Course Development Funds – Jill Arensdorf

Action: Ms. Arensdorf attended the meeting to explain the process to apply for the funds and ask the Council to be an advocate of the initiative to faculty. Course development funds will go to a course that already has service learning built in the syllabi—they can receive enhancement dollars. The second type of funds will be for faculty to develop new service learning activities in their courses. The provost asked the committee to keep track of the responses and distribution of funds. One of the requirements of delivery of funds is the faculty provide the assessment of the service-learning project. Dr. Williams commended Jill and her committee on the great job they are doing to get faculty/students involved in service learning. The provost also indicated service learning is a component of internationalization of the campus. Although, it may seem cumbersome, they should already be doing some type of assessment when developing a service learning project. The committee will provide one-on-one tutoring or help in preparing the application. It was suggested to include a couple of examples of what can be fundable.

b) Faculty Development Facilitators: Open Source Coursework and Course-Embedded Assessment

Action: Dr. Gould reminded the Council of the discussion of open-source coursework over the past few PC meetings. He distributed a business card of an individual who

would be willing to come to FHSU for a presentation; the provost asked for input on what type of stage would provide the best impact for our faculty to attend if he asks a presenter(s) to campus. It was suggested to invite the chairs and any faculty who are interested in the initiative to the presentation(s). The provost will call David Wiley and get some dates when he could come to campus this spring or perhaps in the fall.

c) CTELT Materials

Action: Tabled

d) Collegiate Learning Assessment Interim Institutional Report

Action: Tabled

e) College and Department/Process/Timeline for Faculty Annual Review

Action: Mr. Powell attended the meeting to discuss the issue of moving the date back to May 1 requiring all evaluations submitted to the provost. Otherwise the formal appeal process will be extending on throughout the next academic year. The Council agreed to stay with the academic year and to keep the May 15 as the deadline for submission of evaluations to the provost.

f) Higher Education Accountability: Instruments and Measures

Action: Tabled

g) Certificate Programs on the Web and Life-Long Learning

Action: The next issue of the Alumni publication will be focusing on life-long learning and the editorial board is developing content, articles, etc. Ms. Rackaway needs topics for this issue but discussed one of them which will be certificates. This is a marketing opportunity for departments to showcase their programs and or certificates. If anyone has a topic, please contact her by March 11. Casey is working to promote on-campus certificate programs. She will be visiting with the departments to verify the types of certificates they are offering and to encourage them market them to students.

h) Mobile Teaching and Learning Committee Campus-Wide Printing Recommendation

Action: Tabled

i) ITPAC/Mobile Teaching and Learning Committee - Future Computer Lab Design Recommendations

Action: Tabled

j) Forsyth Library Learning Commons Plan

Action: Tabled

k) Forsyth Library Proposed Aquabrowser Catalog Upgrade

Action: Tabled

l) Forsyth Library Virtual Learning Commons Development

Action: Tabled

m) Virtual College Adjunct Course – Review and Recommendation  
Action: Tabled

n) Tablet Priority Listing  
Action:

o) Summer in Turkey: The Lineup and Strategy  
Action: Tabled

p) KBOR Performance Agreement Report  
Action: Tabled

q) Pre-enrollment for On-Campus and Virtual College Students/Foundations to IR  
Action: Tabled

### **3. Informational Items**

a) Testing the Virtual Waters  
Action: Informational Item

b) Business Protocol for Higher Education in the New China  
Action: Informational article distributed to the Council.

B. YOTD: Progress Report  
Action: None

C. Strategic Planning and AQIP: An Update  
Action: None

D. Announcements/New Business  
Action: None

E. Adjournment  
Action: The meeting was adjourned at 12:35 p.m.

c: Dr. Edward Hammond  
Dr. Herb Singer  
Mr. Larry Getty  
Dr. Joey Linn  
Dr. Richard Lisichenko  
Mr. Drew Thomas  
Ms. Casey Rackaway  
Provost's Council Secretaries