

Minutes

November 20, 2007

Provost's Council

The Provost's Council met on Tuesday, November 20 at 8:30 a.m. in the President's Conference Room, Sheridan Hall 306.

Members present: Jeff Briggs, Tim Crowley, Mary Meier for Cindy Elliott, Paul Faber, Dennis King, Debbie Mercer, John Ross, Steve Williams and Larry Gould

Members absent: Chris Crawford

A. Call to Order

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

1. Strategy Items

a) Advising Assistance for High-Enrolled Off-Campus Programs

Action: Discussed how we can consolidate all of the different programs we have on campus for academic advising and came up with this plan. The plan is for each hundred VC students, you get a .25 FTE advisor. What it takes away from the deans is the VC SCH dollars allocation. It will not take away the money from the departments, however. Each college would start off with one full-time position. Requirements for the position will be determined by the dean. The salary for the position would be \$27,000 which is comparable to our Admission Counselors' salary. The concern is that retention of students is a University-wide issue and should not be paid from the academic affairs area. The deans, although they like the idea, do not like losing the flexibility of using the VC SCH dollars allocation to fund other things such as: faculty development, additional classes, graduate assistants, diversity initiatives, recruitment of faculty, and other initiatives. It was suggested rolling this into the equalitymatters.net initiative but not lose the VC SCH allocation to the deans. The academic deans and Dennis King were asked to get together and put a draft plan together that the provost can present to the president. The proposal should be ready within three or four weeks.

b) Blackboard Course Database Management

Action: Discussed a two-part proposal to manage the Blackboard Course Database Management. First of all, the large documents should actually be on the Bigcat server and not on the Blackboard server. The other part is to standardize the format of the Blackboard course shells. This will be for new or recycled courses. Bo Yang will be responsible for the maintenance of this project. One of the maintenance issues is to clean up old Blackboard courses. Bo will be contacting department chairs with a full listing of courses that need to be deleted from Blackboard.

2. Discussion/Deliberation Items

a) Reminder that Courses Offered Through the VC will have Section Letters Beginning with “V” Starting in the Fall of 2008

Action: The CTC have indicated the course approval process will be automated by the fall semester and at that time, Virtual College courses will be designated with “V” and not ‘C.’

b) Faculty Responsibilities for Campus Coursework and Activities

Action: The Kansas Board of Regents Policy and Procedures Handbook and the Faculty and Unclassified Staff Handbooks are explicit on what a faculty’s responsibilities are during classes and when classes are not in session. Faculty should have posted office hours for student consumption. The deans were asked to remind their faculty that they are on contract from August 2007 through May 2008.

c) ACE Fellows Program

Action: Distributed information on the program to the academic deans.

d) Weather-Related Closing and Postponement Procedures for Faculty

Action: The provost needs a statement for the crisis preparedness practices.

e) Kansas Institutional Development Awards (IDeAs)

Action: Discussed the program and opportunities available to our faculty for biomedical research. Dr. Mike Madden is the campus coordinator for this grant and questions should be directed to him.

f) New Awards of Excellence (AOE) Scholarships/Awarding Process

Action: The Council recommended the name of the award be changed and that a minimum ACT score be implemented for the awarding of the scholarships. A document was distributed which will probably be implemented at FHSU. It was suggested that a college can put up a similar template on their website. We will discuss it at a later date.

g) Course Development Contracts/Process

Action: The new contracts and process for course development are being posted on-line on the VC webpage and the binders are in the process of being printed.

h) Feedback on Tiger Day – Steve Williams

Action: Discussed what is working and not working at the Tiger Day/FHSU Family Weekend and suggested making recommendations to the Office of Student Affairs.

Meet and greet does not work and should be eliminated; suggested that the academic deans be allowed to speak about their programs at Tiger Day and that would probably make the academic fair more successful. Department faculty should escort students to the appropriate department. Prepare a list of best

practices for department advisors to discuss with the students. Begin with the departmental function and then the Union. Put it back on the agenda after talking with the chairs.

i) Graduate Student Engagement Survey – Debbie Mercer

Action: We have an external survey that we use with undergraduate students but we do not have a graduate survey. Drs. Mercer, Crowley and Crawford have put together a draft survey for this purpose. Feedback is welcome on the document and should be sent to Debbie Mercer.

j) Tiger Cards – Steve Williams

Action: As an informational item, Tiger Cards can be used as a debit card to make purchases online.

3. Information Items

a) Performance Agreements – 2008

Action: Distributed the summary that came from Kansas Board of Regents. We were only approved for one year instead of three. One of the reasons cited was that we were not hitting target participation. There will probably be a whole new list of AQIP goals and replacement of some of the institutional goals for next year.

b) Teaching Vacancies

Action: This continues to be an issue with the Board of Regents meetings. Dr. Mercer sent some data on the shortage of teachers in Kansas. Although, we do have a shortage, it is in certain areas such as special education and in various parts of the state (both rural and urban). Alternative certification is a creative way that is impacting the numbers of vacancies.

c) [Your College] Wants to be Your “Friend”

Action: This article talks about the importance of social networking among students/younger adults and how colleges tap into that networking as a recruiting tool.

d) Professor John Klier

Action: As an informational item it was noted that John Klier who was a former faculty member at FHSU passed away this fall.

B. Strategic Planning and AQIP: An Update

Action: No action taken

C. New Business/Announcements

1) Distribution of article about dual enrollment leads to college success.

Students who are dual enrolled tend to graduate because they need remedial help and become engaged in studying and their college career.

- 2) Discussed the actual salary dollars allocation for fall 2007.
- 3) Requested the Council share their "Dare to Dream" responses with the provost before submitting to the president.
- 4) Fort Riley Initiative - Our contact at Fort Riley has been put on administrative leave and his replacement is new to the position. Therefore, the MOA that should have been signed on December 5 is null and void. We had to send all of the information to the new person and, hopefully, a MOA can be signed after January 2008.

D. Adjournment

Action: The meeting was adjourned at 12:45 p.m.

c: Dr. Edward Hammond
Dr. Herb Songer
Mr. Larry Getty
Dr. Joey Linn
Dr. Daniel Kulmala
Ms. Chelsey Gillogly
Ms. Casey Rackaway
Provost's Council Secretaries

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