

Minutes

Provost's Council
September 4, 2007

The Provost's Council met on September 4, 2007 at 8:30 am in the Smoky Hill Room of the Memorial Union.

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

A. Call to Order

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

1. Discussion/Deliberation Items

a) Memorial Union Updates – Bill Smriga

Action: The union is a special events facility. Mr. Smriga distributed brochures on meeting space information and an excerpt from Hays Daily News on the reopening of the Memorial Union. The grand opening celebration will be September 10-13. The plan is to turn the union into a college focal point. Mr. Smriga welcomed everyone and encouraged them to utilize the facility.

b) Noel/Levitz College Student Inventory – Shana Meyer

Action: Ms. Meyer discussed the results of the fall 2007 incoming freshman survey with the Council. The survey was given to 754 of 759 students. It is a student management system asking students to report on what they think they need when they come to college. After completion of the survey, the Office of Student Affairs receives five reports from Noel/Levitz. The reports can be broken down by colleges if the academic deans want to take a look at the data for their college majors. Contact Shana Meyer for log-on information. Each student received information about their results in a letter and Student Affairs has developed a website with the information.

Ms. Meyer distributed advisor information to the academic units for reviewing purposes. The deans are under no obligation to use the information but hope it is helpful to them and they can use it to understand their advisees. The Office of Student Affairs would like feedback on what the advisors do with the information even if it is to say they did nothing with the data. The Office of Student Affairs will then know how to proceed and what they need to do to follow up with the students. The deans asked to have college lists generated and distributed to them.

c) Changes to Phased Retirement Application

Action: It was suggested adding the basic information about phased retirement on the provost's website. Additionally, the deans requested a report on the

status of phased retirees be sent to the deans each academic year as confidential information which can be use for decision making. It was suggested the applicant tie their request to the performance agreement goals and strategy for achieving those goals. The Council liked the additional information needed for the application and suggested several changes to the criteria including providing the data on how many slots are available at the university each year.

d) Draft Mobile Teaching and Learning Committee Mission, Goals and Membership Statements

Action: Suggested changes to the document were given to John Ross. There is an overlap between ITPAC and the suggested Committee. This issue should be addressed before reaching the president/president's cabinet.

e) AQIP Quality Checkup and Reaffirmation

Action: This document is the one looked at by the Council of Institutional Effectiveness. The most significant items that need to be improved were exposed in the portfolio. The areas we need to respond to are in red. The number one item noted in the Checkup that we need to address is the lack of an institutional research office. AQIP is not moving away from good institutional data being used for assessment and we are unable to compile this type of data at the University without an Institutional Research Office. Whether the deficiency will be ratified is up to the president. We are in the process of preparing for the next Systems portfolio in late fall and early spring. Dr. Crawford asked the deans to relay this to chairs and other academic areas where data will be collected.

f) Project Greensburg Update

Action: Report on John Ross' work with the Greensburg School District. The purpose for including this on the agenda is to promote goodwill with our surrounding communities. It will be beneficial to have students working with students to build relationships that will help FHSU in the future.

g) English Language Village

Action: The idea is to have a Summer Language School in China before the students come to the United States. This could be an idea for the next summer session.

h) 2007-2008 Ranking of Critical Success Factors at Peer Institutions

Action: The results are based on IPEDS data released in October. Dr. Crawford wants to be sure these categories are what we want to continue being assessed/tracked for future collection of data.

i) Visit to Northcentral University

Action: Tabled

j) The Possibility and Advisability of Fulltime Appointments-Temporary, Probationary, or Tenured at a Distance

Action: Tabled

k) Changes to Either VC Course Approval Forms or TigerTracks

Action: Tabled

l) International Students and Verification of Admission

Action: Tabled.

m) New Faculty Preparations – E-mail, Blackboard, etc.

Action: The provost wants to compile a list of items that new faculty can use to begin working at FHSU.

n) Tiger Day/Meet and Greet

Action: The provost met with the Admissions Office and received a clarification of the day's event. Faculty/Departments should be available to participate from:

9:30 – 10:30 Meet and Greet

10:30 – 11:30 Tiger Day

12:00 - 1:00 Academic Fair

o) English Language Testing and Preparation Classes

Action: Tabled

2. Informational Items

a) YourSpace with the Provost Initiative

Action: The provost has scheduled two free meals (one lunch and one breakfast) for each semester. This initiative is to allow all faculty and staff the opportunity to visit with the provost.

b) Provost's Meeting with the Departments

Action: Tabled for further discussion.

B. YOTD: Progress Report

Action: No report.

C. Strategic Planning and AQIP: An Update

Action: No report.

D. Announcements/New Business

1) Provost's Action Plan for Computers—The president has agreed to forward fund the purchase of 35 tablet computers and Dr. Crawford has contacted the deans to get a list of faculty who need computers. It was reiterated faculty should not have desktop and tablet computers in their offices. Also, it should be communicated that the university will no longer be purchasing desktop computers for labs.

- 2) An article about China was distributed as an informational item.
- 3) FHSU has been accepted to host a Fulbright Visiting Scholar for the month of March.

E. Adjournment

Action: The meeting adjourned at 12:36 pm.

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

2/20/2008 3:41 PM