**MINUTES**

**January 15, 2013, 10:00 a.m. -12:00 p.m.**

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| **Present** | Mimi Fenton, Dale Carpenter, Mark Lord, Regis Gilman, Darrell Parker, Angi Brenton, Brian Railsback, Carol Burton, James Zhang, Robert Kehrberg, Richard Starnes |
| **Guests** | Linda Comer for Marie Huff |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Program Prioritization Task Force - Pre-major issue (Angi)** | The deans received program prioritization criteria right before the holidays and have had a discussion regarding inclusion of data on pre-majors. Angi and Vicki have met at length with Melissa regarding using this data – we have never linked pre-majors with a CIP code in Banner so getting pre-majors is very difficult to extract – could take as long as a month.  In addition, pre-majors are not reflected in any of our official institutional reports. PPTF (Program Prioritization Task Force) has been trying to stay with official institutional data as much as possible for this process. Also, pre-majors vary across campus – in some colleges they are a viable category, students are advised and stay in the program, but there are other areas on campus where that is not the case. Thus we have decided not to include pre-majors in this first round of data review. Each program will have the opportunity to add this information to the narrative to provide greater context. Discussion ensued. |
| **Search Committees (Angi)** | We are working to put together search committees for spring searches Mark is chairing the student success position search; Carol is chairing the International Programs/EO position and possibly Darrell will chair the search for Director of Millennial Campus (these titles are still in flux). We hope within the next two weeks we will have search committee compositions ready to publicize. Later today Angi will send to campus Lois’s retirement plans and later this week the Academic Affairs reorganization memo, followed by launching the committees.  The A&S and HHS dean searches are moving along. A&S is bringing two finalists to campus – Richard Starnes in late January and second candidate in early February. The HHS dean search committee is meeting weekly with the plan to complete Skype interviews early to mid February, followed by campus visits before spring break at the end of March. |
| **Budget Process and Timeline (Angi)** | We have moved our budget meeting to February 19th. Your priorities are due to Angi by the 15th so we can distribute to all of the deans for review. In our extended meeting each dean will talk through their priorities and the deans as a whole will give Angi overall advice on rankings. We want to publicize all budget meetings – this information should be sent to Terry Welch. Discussion ensued.  In our budget hearings we anticipate there may be items brought forth that are more university wide initiatives or commitments we have made in terms of programs in which we share the importance. |
| **Budget Reduction Exercise (Angi)** | There was a memo issued by Art Pope requesting all budget requests for 2013-14 to include what we would do if we have a 2% budget reversion. GA has said they do not want us to do this at the campus level. There is no reason to over-react to this request. This is a request of all governmental agencies. |
| **Reorganization (Angi)** | Angi received a few comments back from the deans regarding the Academic Affairs reorganization. Angi believes both the student success position and the IPS/EO position will be at the assistant/associate vice chancellor level – these are service areas within Academic Affairs. Likely, these two positions will be part of COD, have full academic credentials, and be tenured faculty members.  There is a concern that public perception may be that we are inflating Academic Affairs. Angi would appreciate the deans’ assistance in letting people know these are existing positions that are being reformatted. The only real new position is the millennial director which is at the Chancellor’s request. Angi is not sure if this last position will be part of COD or not or if they will sit on Executive Council or not. |
| **Performance Based Funding Change (Angi)** | We changed one of our campus specific measures – per another conversation with GA after they reviewed our metrics. We had chosen “investment by degree” – we have showed improvement over the last few years - we had less funding to work with and changed how we counted degrees – these accounted for a lot of our progress. We don’t think we can continue to show improvement in this category so we are moving to “space utilization”.  With space utilization we have some business practices that we can change that will assist in our numbers. We need to improve assigning like size classes to like size space. We felt we had more affirmative possibilities in making improvement in these areas.  **Q:** Is there a way colleges can be more involved in R25?  **A:** Yes, we hope to do so.  We need to introduce some accountability at the program level as well as scheduling to better distribute classes across time periods. Likely our numbers in HHSB will not be as good this first year, but think we can make good progress in the future. |
| **Our Time, Our Future (Angi)** | Angi asked the deans for their thoughts on the GA Strategic Planning document she sent out for review. Our RAPID Center was mentioned. This can be shared with general faculty but make sure they are aware this is a draft document. Discussion ensued. |
| **Telephone Answering Machines (Angi)** | Over the holiday break the university received a bomb threat – the message was left on an old phone answering machine thus the number could not be traced as it would have if it had happened on our BMA phone system. Please check to see if you have any old phone answering machines still up and running – we need to all be on the same system. |
| **COB Program Approval (Darrell)** | Darrell distributed copies for the approval of an undergraduate 18 hour certificate in Financial Planning – this will allow students to take the test and be certified through the Financial Planning Board upon completion of the certificate. We do have capacity in the upper level courses in this area. The courses are all undergraduate level but a master’s degree student could take this as well. It is an undergraduate certificate. Darrell will follow up with Mark to make sure it has gone through the curriculum process if it has not already done so. COD gave unanimous approval for this program. |
| **Course Approval Process (Mark)** | We have added in a deans’ review period for courses. We are trying to provide for those managing enrollment official data. Carol distributed and reviewed some general and college specific sample reports – ways that we can check enrollment capacity and compare like semesters to like semesters. Deans will receive these daily until section building is turned off on January 25th. This is a tool and will be very useful to us. Mark sent a schedule out regarding these reports. |

**REPORTS AND UPDATES**

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| **Spring Numbers (Angi)** | Numbers for spring are looking really good; in particular, first year student retention for fall to spring is looking really good, right now at 91% - the highest we have achieved. We will not drop student for nonpayment until Friday, which may cause numbers to fluctuate.  Regis reviewed the snapshot on the distance side of enrollment data and expressed her appreciation of the deans assistance is getting distance numbers increased. |
| **Violence Prevention Program (Dale)** | On Thursday night CEAP is sponsoring a Violence Prevention Program. This event has been rescheduled due to inclement weather. |
| **Emerging Issues Conference (James)** | There is an Emerging Issues Conference on February 11 and 12. Angi will be attending this year - the focus will be on manufacturing. We are going to discuss the possibility of a joint Discovery Forum in the western part of the state. |
| **Education Advisory Board (Angi)** | Angi spoke with five institutions that participate with the Education Advisory Board. She received a mixed response but most thought it was very valuable and they used it well. She also heard about the Hanford Research Group. She has not spoken yet with Suzanne Ortega about Education Advisory Board. |
| **Academic Partnerships (Angi)** | Tim Haak of Academic Partnerships will be here on January 22nd. We will send out detailed information to campus later today. We will have some general sessions and possibly some one-on-one sessions. |