Wayne Watson introduced Renee Mitchell, Ph.D., Director of Human Resources, and Ronnie Watson, Chief of Police, Ext 3862.

1. Minutes: September 30, 2009

2. Enrollment Update (Romi Lowe): early yet but initial numbers are up slightly. UC will be admitting for spring term for the first time.

3. Student Enrollment (Garth Lengel): Two documents distributed on all enrollments for fall 2009 and fall 2008. Up - 7,235 to 6,820 in 2008 by 415 students. Up slightly on average load for undergraduates and in FTE. Both good signs students are taking more courses. In pharmacy 89 new students. Graduates are up, new Ed.D. cohort - 21. Fewer sophomores in 2009 than 2008, but more seniors. Separate question: if a student drops out and returns, is he/she still counted in the graduation rate? Yes. Dr. Watson said we should count University College students in the First-Time, Full-Time cohort.

Appears that a few Ed.D. students were missing from the count. They will look and seek explanation.

Each dean has submitted a strategy. We will put books in the library as we find out areas with students in need. Must notify Provost of specifics. In the new contract will look to see if Follett's could donate some books. Deans indicated tutoring but we cannot tell what they need. President will identify funds for tutors but deans must be responsible for monitoring and hiring. One faculty member is requiring each of her students to meet with her for 15 minutes to discuss their status. This is at the core of the faculty’s mission - to reach out and touch their students. When you encounter a student needing bus cards, see Brenda Hooker because she can determine if students are eligible for more aides. We now need to formalize this process to facilitate this activity so we can reach students. Example: requiring students to update personal contact as part of registration process. Some problems not about attendance but other issues so we can do strategies.

4. Physical Facilities: Not Present

5. Intersession (Benny): There are 21 courses this year, 23 last year. Low enrollment, but registration not yet started. Dec 16 to Jan 15. Will look to see if can register now, because courses posted on Banner.
9. IBHE Request Regarding Space (Jefferson): shared space study report, which is due December 15. Request last completed in 2002. Miari will look for a copy of the previous study. Mike Orr should be able to provide deans with floor plans and space.

10. Campus Assemble tomorrow – Communication (Westbrooks): Email blast and posters have been announced. All UAASC and Academic Support will attend – support staff in office. College of Business sent email blasts. DOSA/Residence Hall notices and emails to all student organization.

11. Other Matters and Announcements
   a. Quraysh Lansana and Yan Searcy asked to have CSU hold a green ribbon day and participate in a non-violence march in November.
   
   b. Dr. Watson wants a memorial service in recognition of the student who was shot and killed. Need details, dates, with family. Lindsey and Carrillo will coordinate and plan the program.
   
   c. November 4 and 5 – Commencement Count Down. Get holds, money owed, grades before countdown. There are 295 applications but based upon past efforts, a large number are not ready. This is a problem with advising because no application should be signed if they are not ready. Typically, evening students say, “don’t know there was an application date” and they often are Board of Governors.
   
   d. Changes in temporary administrative position: Leticia Carrillo, interim dean of students, Cheryl Green, interim dean of freshmen experience, Creola Rigsby, interim dean of information technology, Michael Edwards, interim dean of counseling center; Johnny Evelyn, interim bursar. Drs. Ward and Brown are no longer with the university. Robin Benny is point person with University College.
   
   e. Freeze Committee: Creola Rigsby, Lois Davis, John Frizzell, Justin Akujieze, Johnny Evelyn, Debrah Jefferson, Sandra Westbrooks

Submitted by

Dr. Debrah Jefferson
October 8, 2009