Provost Council Minutes
April 14, 2010


1. Minutes: April 7, 2010 – Approved.

Old Business

2. Enrollment Update (Lowe): A handout was distributed. We have flat transfers with some decline in applications in University College but expect an increase in May and June. The funnel reflects the information on the reverse side, but it does not reflect the 12% figure. We need to identify current admits on Latino students to see if we meet the 3%. We will need this for the future HLC meeting to show baseline data and improvements. We now have a funnel for CPS and will have one for University College, but need a goal. We need recommendations from the UC Focus Group including cut offs, who or what rankings have or have not been successful.

New Business

3. Honors Convocation and Graduate Honors (Milo): Thursday, 6 p.m. in Jones Convocation Center. All certificates are in envelopes and signed (last group by today). This was a collective effort to pull the program together. Program Booklet is complete. The certificate covers will have a note telling where to pick-up the certificates (in two of the concession stands on the upper level of JCC). The Reception will be in the lobby. An error was made in the text for presenting the College of Business awards, which is being corrected by a label insert. Ms. Linda Simpson answered questions on the set-up for the podium and reception. No ROTC, but the flags will be posted. Mark Smith will play music with choir. Community Volunteers will distribute programs and the certificates will be in the concession. VIPs are in stands stage left and Faculty are in the stands stage right. Line-up at 5:30 with march in 5:45 to start promptly at 6 p.m.

4. Early Warning Alert Update (Westbrooks): Deans received a list of all who participated. Many who did not were part-timers, they are responsible for participating. We have control on whether or not to rehire them and this is part of their classroom responsibility. The non-participation may also be indicative of the part-timers classroom participation. The provost will look at the names and will not sign-off on hiring forms for those who did not submit their early warning alerts. Unit A faculty have been encouraged and had 90%+ who participated. We will ask Dr. Walter to encourage all members to participate. We will not reach our goals unless we have 90%+ participation.

Students who have had difficult times spread their dissatisfaction across church, family, etc. Issues are faculty who do not return calls or e-mails, do not meet their office hours. The Provost’s Office contacts chairs and will inform deans. These students are encouraged to file grievances against faculty members. The faculty members who are not meeting their office hours, etc. should be documented and this information included in evaluations and affects future hiring and/or retention.
Dr. Green presented an 8th week report for freshmen and highlights for this group on 4th, 8th, and 12th weeks. She looked at all freshmen including University College freshmen. Each advisor in her area is assigned specific students. Freshmen are listed as any students with fewer than 30 hours, so IT is working to refine this to a specific cohort so that we can better track and collect data. Most of the early warnings involved missed classes. The counselors will call to determine why they miss class. Freshmen – both non-UC and UC showed the rate of passing improved over time. There are some challenges in UC because of missed assignments and others. Dr. Green will send out a summary of the data with analysis, but deans should know what is happening in their own colleges. It was noted that the 8th week report was completed in the 9th week because of spring break.

There is a higher risk group, those on probation from the fall term, because unless they are in jeopardy. At the end of fall, 158 out of 589 are on probation, which includes 73 UC (46%) students (265 total UC students enrolled out of the 589 freshmen classes). Of the 158 on probation, 60 are on the list of freshmen (138) with unpaid balances. Ms. Hooker has reached about 70 of those. Of the 138, about 46 students received an 8-week warning. This is the group most likely not to return – warning, probation and unpaid balances.

Is there someone tracking to see if it is mathematically feasible for these students to do better? The Provost received a list of those on probation for being dropped and during the previous administration, these students were not dropped. The University can dictate conditions on retention – maximum hours, specific courses, GPA required. Dr. Green encourages this system as well as block advising but need to present it based upon more palatable terminology and rationale for how to sell to students and advisors. There does not seem to be an acceptance that we will dismiss students, which undermines our ability to require and enforce conditions for probation. We do not have a consequence for failure to participate. There is a negative attitude because we need to create a new culture. This translates into only about 40 percent complying. About 60% (95 students) have not come to the office to discuss intervention. Of those coming in, only about 50% of the students engage in the on-line modules. This shows why the behavior continues. Of the 50% who use the modules in the Learning Assistance Center complete the program. Of the 158, there were 28 had GPA from 0 to .999; 29.7% = 1.0 to 1.49; 33.59% (53) = 1.50 to 1.999.

We need to examine how other institutions handle the developmental math. If it works elsewhere, why can’t it work here? What are they doing differently and how are they dealing with it? Not ruling out a built-in tutoring component. We have not received for a single piece of evidence to support hiring grad assistance as tutors or other data.

Point is those students who came for help, they were successful – the intervention was working. The question is how to motivate that others? If the tutorial is mandated as part of the course, it should be set up and trained. Need a better handle on how the tutors are selected, trained and oriented. There needs better structure and a pool for students, housed in Learning Assistance Center.

All of this data should be used to consider how we admit and whether or not they could be successful. This is so important that this topic needs its own meeting and directives. These issues should be addressed by the focus groups/task force to be discussed by Provost Council and PEC.
Issues related to the single most difficult course – MATH 0990. There are advising issues such as how students register for 4 credit hours versus 8 credits; notifying students that if they fail part A they can continue with it again that same term; the Registrar trying to accurately track students and more.

5. **Senior Thesis (Westbrooks):** Templates have been submitted from Dr. Gist for EDU. In CAS a few are complete and others are working with a third group is working with completion for the Spring 2011 term. BOG is working and is doing something in the capstone course and will have a research focus. GRAD is setting up a group and is putting $6,000 for a data base in education.

6. **HLC – April 9 – 13, 2010 Conference Impressions (Westbrooks):** Hold until Next Week

7. **Dual Enrollment and Articulation Agreements with KKC (Benny):** Hold until Next Week

8. **Announcements:**
   a. **CPS Pre-orientation** on Friday, about 600 students and 75 counselors on campus for careers to education programs. Deans will do their regular orientation. Another 300 AFAM Males will come April 23 via the Male Center and May 14 Latino Resource Center will host 300 Latino students. On May 6 another session – 1 to 4 p.m. with president and CPS representatives. May 12 – breakfast at 7:30 p.m. Total amounts to about 2000 students. These are direct result of principals and counselors wanting information about the University’s accreditation standing.

   b. **Arthur Stephens Scholarship Walk** – May 1, 2010

   c. There is a December commencement

Meeting was adjourned. 3:20 p.m.

Submitted by

*Dr. Deborah Jefferson*

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