Provost’s Council  
April 20, 2011  
Minutes  

Attendance: Robin Benny, Richard Milo, Sylvia Gist, Justin Akujieze, Cheri Sidney, Miriam Mobley-Smith, Rachel Lindsey, Jason Ferguson, Tiffany Hope, Joe Balogun, Nellie Maynard, Derrick Collins, Yvonne Harris, Cheryl Green, Debrah Jefferson, Sandra Westbrook, Cheri Sidney, Ce Cole Dillon. Guests: Lee Junkans  

Meeting Convened:

1. Approval of Provost’s Council Minutes for April 13, 2011 (Benny): Motion (Milo) and Second (Jefferson). Adopted as presented.  

2. Enrollment Goals – FY 2011-2012 (C Sidney): Felicia Horton asked for success stories for the website. The deans are still working on it, but the chairs are in overload to respond quickly. A new student ambassador program is being considered. Two ideas about retention – for the ambassadors a dinner at the president’s residence hosted by Dr. Watson; and getting students to serve in this capacity to go out with recruitment, greet, etc. as a means of rewarding and thanks by asking outstanding students to participate. There might be special attire for students going out to schools. Tentative DATE: May 6. A second one at the beginning of the term.  

3. Student Handbook (Ferguson): Ferguson distributed a table of content from the revised Student Handbook for each individual to identify an area of responsibility. He will contact the individuals identified by the Provost Council members regarding areas of responsibilities.  

4. Honors Convocation – Certificate Signing (Gail Cannon):  

5. Underrepresented Groups Report – IBHE (Benny): IBHE asked that we focus on a specific goal in narrative reports. This year we selected one - Increase number of adults completing degrees. The next time we will select another goal, until we have addressed all.  

6. Program Elimination (Benny): Committee submitted its recommendation to the provost and president. A final determination will be made. She will share data with the president so that the best decision can be made on behalf of the university.  

7. Career Development (Lee Junkans): Proposal for the five career courses based on each of the colleges. Need to consider requirement, but it can start as an elective. This is a 16-week one-credit course geared for sophomores. Each week would have various focus with speakers geared to disciplines. He asked about interest for further discussion.  

College of Business is interested but needs a different model with it being a requirement because the content is so important. All recognize that often those students needing this information the most would possibly not attend if it were an elective.
College of Health Sciences currently has competing curriculum priorities because of need to maintain currency in disciplines. They are not supporting a new course or requirement but will continue to invite him to the classroom of existing courses. Currently, CHS is the primary unit requesting Career Development presentations.

College of Education thought it is a great idea but like CHS cannot accommodate additional requirements. They asked about speaking at a variety of courses

Freshmen Experience indicated infusion would be good way to address with specific workshops or career days by colleges. All students would receive information and have attendance so that can see if they attend. Timing based on college needs, especially early in the term, so that it occurs early.

College of Arts and Sciences liked the idea, but did not bring closure.

8. Other Topics and Matters:
   a. **Mini-Orientations** (Cheryl Green and Cheri Sidney) Distributed mini-enrollment services and orientation. This is by colleges. They are targeted all groups – admitted, completed and incomplete applications – to be invited to mini-orientation. The yield rate is number applied, admitted and enrolled. We are working with this data. Intent is to turn applicants into yields, which is about 38% for the University. This year we are working more aggressively this year to increase this yield. The dates are one Saturday per month during the summer. The invitations will be targeted and mailed based on dates. IT will help set up an electronic response as well as having response cards.

   **Business and Health Science -- May 21**  
   **Continuing Education and College of Education -- June 18**  
   **Arts and Science -- July 18**

   Each College should contact the students. Freshman Experience will send letters of invitation. The colleges are grouped based on numbers so that about 500 will attend. There will be a RSVP request. The target is about 200-300 per orientation. During the big ones in the past, only about 435 attended, so if we get 200 to 300 each session will be great. The overall target is to get 1,000 in the yield.

   **Agenda:** Welcome Remarks (President, VP, Deans, et al); Rotating Seminars: Financial Aid Literacy, College Seminars, Tours; Registration with Freshmen Advisors [all freshmen rotate through the 12 advisors during the day] and Lunch.

   The college seminars will be in the colleges or other place to be identified by the committee. Sidney and Green will meet with each dean. The opening session will be in the Library – the entire 4th Floor is reserved for those dates. All placement testing will be handled 1 – 2 days before the orientation. Each of the three activities will be rotated so students are not idle. This means the colleges must have multiple sessions offered/repeated during the day. Dr. Green asked that each dean provide names of actual workers to join the SOAR team because we have a greater need to put on three mini-sessions and the orientation.
College of Business is considering a separate orientation for its new students. Honors College asked to make sure that his students get into the correct block courses, and he will contact his students saying they should attend their college orientation and whatever message he needs to get them into honors courses.

There will still be an overall Orientation August 18 for freshmen and August 19 for transfer students.

b. **Sponsored Program** (Harris): There is a potential audit finding on hiring forms and time and effort reports. We need to clean all outstanding problems out before external auditors arrive in May. Grant hires, part-time, full-time, as well as any students, all need time sheets associated with each person. There were over 70 incidents where individuals were paid without a substantiating record such as timesheets or card. All students should receive a letter of award that includes time committed per week to the project, a signature by the student accepting the award, and a time sheet reflecting the time worked each week. This will be an audit finding.

There needs to be consistency with collection and reporting time and effort reports on all grants. We do not have a back-up copy. The auditors will provide a list for review when they arrive. Each fiscal officer should make sure there are time sheets for the life of the grants. The relevant fiscal officers and human resources have been notified and are tracking records and individuals. There are circumstances and consequences with both scholarships and stipends when you mark-off ‘not restricted’ on the awards. If this is marked, then students must file taxes on the awards. The students must be in a degree-seeking program and funds must be applied to tuition, books or fees. Any funds given for living expenses are taxable. Harris will send information from IRS including a chart explaining stipends and scholarships.

c. **Data Collection Process** (Balogun): Please respond by June 1 for the HLC report.

d. **Dean Search** (Jefferson): Deans are invited to lunch to see the business dean candidates. If others are interested in attending, please see her.

e. **Board of Trustees** (Westbrooks): It was decided that each dean continue to gather information as in the past. This will help with later reports and data for which we often need to provide information.

Announcements:

**Meeting Adjourned:** 2:50 p.m.