Provost’s Council Minutes
1.4.12


The meeting convened at 1:40pm.

1. The Minutes of the 12.14.11 meeting were approved as distributed.
   - The Provost stated that she sent a memorandum to the chairpersons of all university-wide committees, namely, Faculty Senate [Searcy], UCCC [Cronce], Gen Ed [Potluri] and Assessment [Rowan] reminding them that their Minutes need to be posted for public and HLC access.

OLD/RECURRING BUSINESS

2. Technology Updates
   - Ce Cole Dillon apprised the Council that all can change their password through Cougar Connect.
   - The CIO responded to an inquiry regarding the availability of campus-wide wireless by stating that the buildings would proceed as follows with scheduled completion in April 2012 – Harold Washington, BHS, Education, Douglas and ADM. The Pharmacy accreditation visit will occur April 11-13, 2012.
   - Ce Cole Dillon reminded the group that an email went out approximately three weeks ago informing all that it is now required that all laptops, PC’s and Mac’s are required to have security installed on them and every network user will have to certify that they have done so.

3. Enrollment, Retention & Graduation

NEW BUSINESS

4. Unfunded Needs: Salary Increases
   - The Provost reminded the Council that this item appeared at a December Council meeting.
   - Dr. Jefferson stated that historically rewards have not been allocated based on “good works.” They are allocated and distributed when funds are released by the President. For those in a union, there are no salary increases unless collectively negotiated. Desk audits must be conducted by the Office of Human Resources in order to change responsibilities.

5. Discussion /Priorities: Capital Project Requests, NePR’s, Unfunded Needs, etc.
   - This item also appeared at a December Council meeting.
   - The Provost stated that she is approving all re-allocation requests already submitted and making the requests continuous.
   - Capital Project Requests from Deans:
     - $10M Child Care
     - $30M Renovation of unused laboratories
     - $1M Greenhouse
     - Remodeling Breakey Theatre
     - Maximizing efficiency of office space based on staff increases
     - Create space for student study carrels
     - Observation Rooms [Counseling]
     - Laboratories
Priorities are due by January 13, 2012.

6. **Academic Plan:** Dr. Elizabeth Osika, Assoc. Dean, Library
   * Dr. Osika introduced new CTRE staff member, Ms. Tennell Edingburg, who made a presentation regarding her role in advising, training and providing monthly professional development opportunities for advisors. Discussion ensued regarding the documents that she distributed and processes that are comparable to some in Enrollment Management. CTRE staff and Enrollment staff will meet and work toward standardizing advisement forms and ensuring continuity of forms so that regardless to how discontinuity of advisors may occur [due to departmental processes] new advisors can make efficient use of and ensure continuity of paperwork for students. In addition, CTRE will purchase Ask Online, software that will monitor tutorial services.

7. **On-line Evaluation Pilot Project: Update by Dr. Osika**
   * Dr. Osika reported that there was a 49.5% response rate overall for the Online Evaluation Pilot Project. That is successful and the CTRE received lots of great feedback. Discussion ensued regarding the many positive effects of using this model including but not limited to the timely access of evaluations to faculty for use in their dossiers, etc. The Council agreed to expand the online evaluation process to include all courses effective Spring 2012.

**Other Matters – Announcements**
- University Catalog Changes due to Dr. Beverly M. John. Make sure the appropriate curriculum approvals have been obtained.
- Request for Graduate College Council composition and function due to Dr. John for inclusion in University catalog [before January 30, 2012].
- Dr. John reminded the Deans that twelve programs will be reviewed this semester which is an exceptionally intense calendar. She also recommended that after meeting with the Program review Committee, recommendations made by the Committee are expected to revise and resubmit their documents to reflect that discussion. That did not occur in all circumstances in fall 2011 and of course had implications for the Committee’s recommendation to the Provost.

The meeting adjourned at approximately 3:15p.m.