Meeting Called to Order by Provost Henderson at 1:10 p.m.

- **International Programs**
  - T. Hope indicated that International Programs is still in registration. There was a mix up in the time for students to return to campus and they have a start date of January 18, 2014. A request was made to not include these students on the drop list.
  - All students that participate in Study Abroad must now pay 50% of all travel expenses and the University will be responsible for the remaining 50%. Grants will be examined to assist in covering some of the travel expenses.

- **Board Procedures**
  - F. Muscadin gave an overview of how BOT reports and resolutions should be submitted. It was recommended that Academic Affairs provide a template that can be used to write an effective Executive Summary. There was a discussion on how CTRE can create a workshop on “How to Write Board Resolutions”.
  - F. Muscadin stated that the reports should focus on program enrollment, graduations, accreditation, program improvement and other information that speaks on moving the university forward.

- **Technology Update**
  - P. Shinde stated that an IT Assessment that began in September 2013 is almost completed for administration and will be moving into the academic units. He requested that all colleges submit any forms that requests student information and submit those forms to IT.
  - All student information storage areas must be encrypted to protect student information. All faculty and staff with access to Banner will have encryption added to their computers.

- **Enrollment Management**
  - L. Peebles gave an overview of enrollment numbers for the Spring 2014. The droplist for Spring 2014 will be available on Saturday,
January 18, 2014. An email blast should be sent out to remind students to make a payment to avoid being dropped from classes.

- **Graduate Program Update**
  - P. Carney invited the council to participate in the Graduate Open House scheduled to take place on January 28, 2014 at 5:30 p.m. on the 4th Floor of the Library. A recommendation was made to have all grad assistants participate in the Open House.
  - P. Carney gave an overview of what happens if a student does not complete the thesis. The student is supposed to receive a “T” grade but some colleges are not issuing the grade to students. P. Carney requested that Drs. Henderson and Rowan review the updates and to require all thesis courses assign “T” grades when necessary.
  - P. Carney is working on a policy for the Graduate Certificate Programs. A process to market the programs is also being reviewed.

- **Curriculum and Assessment**
  - PME draft plans have been submitted for FY15. The plans are being reviewed for feedback and final preparation. College level PME plans are still outstanding.
  - Assessment reports are due. Program assessment reports are due for curriculum mapping and writing courses.
  - Nine chairpersons attended the ACE Conference in Miami. The Chairs are planning a debriefing session with the Provost to offer recommendations.

- **Contract Administration**
  - R. Hawkins reminded the Deans that they were to review the Summer Course request forms as the campus prepared to shut down buildings due to the electrical switchgear upgrades. All Summer 2014 Course Request forms are due by Wednesday, January 22, 2014. The final summer schedule is needed to assist in determining the summer space needs.

- **Provost Henderson**
  - The review of the external auditors on campus closed out early and administration will meet with them for an exit interview next week.
  - Academic Affairs is also preparing for the next fiscal year budget.

Meeting Adjourned at 4:00 p.m.

**Next Meeting:** Wednesday, January 22, 2014 at 1:00 p.m. in ADM 301.