

SENIOR STAFF
Summary of Meeting
August 16, 2007
2:00-3:30
President's Conference Room

Those Present: Ms Andrea Benton-Maestas Dr. Georgia Grantham, Ms Di Machado, Dr. Frank Novotny, and Dr. Sandra Starnaman.

Absent: Ms Heather Heersink, Dr. Teri McCartney, Mr. Ken Marquez, and Mr. Mike Nicholson.

Guest: Mr. Phil Schroeder.

Introduction:

Meeting Structure: Provost Mumper opened the meeting by announcing changes to the composition of the Provost's Staff Meetings. He indicated that the format of Cabinet has changed; therefore allowing this group to include the expertise of Mr. Mike Nicholson and Ms Heather Heersink. Change in membership and scope will allow the group to focus on a broader spectrum of campus issues. He stated that there are two roles for this group to consider. One role is to obtain information communicated from Cabinet, and the other role is to communicate information back to the areas that report to the group. Summaries of these meetings will be posted on the Provost website.

Area Informational Items:

Enrollment Management: Dr. Grantham reported that the first day of New Freshman Orientation was successful in that the Enrollment Management area was able to focus on the few issues that surfaced. She stated that new strategies had been introduced to allow personnel in One-Stop to be cross-trained in all aspects of student registration. Enrollment is up 2%, and ASC hit the projected number of 525 first time freshman students.

Extended Campus: Dr. Starnaman announced that there are four searches open in the Extended Studies area. She also mentioned that a new REAP cohort will begin next fall in Ft. Morgan.

Institutional Research: Andrea Benton-Maestas announced that a comparison survey will be sent to all admitted students. She indicated that the IR Office is visiting various units on campus to obtain information about what is needed for the Quick Facts publication.

Provost Office: Provost Mumper gave a brief status on the FYEE Director position recently vacated by Deb Cunningham, a search will be forthcoming. Ms Griego commented that production of next year's Academic Calendar, and production of next year's fall/summer/spring class schedules will begin soon.

Associate Provost for Academic Affairs: Associate Provost Novotny announced that the New Faculty Orientation was a success with 15 of the 17 new faculty present. The group is excited and energetic and there will be follow-up training sessions scheduled to provide support along the way. He commented on how well the Admissions and Advising staff worked together, and that most of the department chairs had offered to assist during the orientation process. He stated that he'd be gone on Monday and Tuesday of the start of semester and offered his cell phone number in case anyone needed to contact him.

Nielsen Library: Ms Machado distributed a book allocations budget for review, and stated that allocations were severely low due to a low Library budget. She indicated that passwords to all off campus databases will be changed each semester. Staff work schedules will be changed to keep the Library open each night until 11:00 and on Saturdays; the hiring of a night watchperson is also needed.

Discussion:

Student Loan Process: Financial Aid Director, Phil Schroeder discussed the need to establish a Satisfactory Academic Progress Policy here at ASC to allow students to successfully complete their degree program in a timely manner without accumulating too much student loan debt. He indicated that vendors are aggressively promoting the student loan business. Some students aren't graduating within their four-year timeline; thus applying for student loans in the process.

Staff Priorities Reports:

Provost Mumper asked the group to share their priorities reports at the next meeting with the group.

Meeting adjourned at 3:30 p.m.

Respectfully Submitted,
Donna L. Griego
Provost Office Program Assistant