

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

Present: Ms Andrea Benton-Maestas Dr. Georgia Grantham, Ms Heather Heersink, Ms Di Machado, Dr. Teri McCartney, Mr. Ken Marquez, Mr. Mike Nicholson, Dr. Frank Novotny, and Dr. Sandra Starnaman.

Absent: Dr. Georgia Grantham.

Introduction:

Provost Mumper opened the meeting by announcing that meetings will follow a different format. Ideas for the format were taken from the *Death by Meeting* book. The basic components of the meeting are: 1)Lightening Round, 2)Metrics Review, 3)Agenda Items. Today's meeting will include one additional component, *Staff Priorities Reports* to allow the group to discuss their yearly priorities with the group.

Lightening Round:

Extended Campus: Dr. Starnaman announced that Extended Studies is currently in the process of purchasing their own PolyCom system for the REAP program. She and Dr. McCartney are working together on developing a Gifted and Talented Program, funding issues are of concern. She also indicated that Extended Studies is working on eliminating grade mailers to their students.

Associate Provost for Academic Affairs: Associate Provost Novotny announced that the memorandum of understanding between the Academic Council and the Extended Campus was finalized yesterday. He stated that the COMOM courses are available and that the first 50 students to enroll will receive a \$100 tuition scholarship. The developmental math classes have enrolled 400 students this semester.

Institutional Research: Andrea Benton-Maestas announced that IR is in the process of determining how to administer the NSSE survey. She indicated that the survey to all admitted students has begun. She inquired as to whether the full time status for graduate students has changed from 9.0 credit hours to 6.0? She also is working on rewording the definitions tied to *Quick Facts*. She announced the IR Open House that will take place on September 6 from 8:30-10:30 in the new IR Office.

VP for Finance and Administration: Heather Heersink stated that the Business Office is busy this time of year with reporting.

Student Affairs: Ken Marquez announced that housing numbers are up, which corresponds to our increased enrollment. He indicated that there were three sexual assaults on campus reported thus far. He announced that AS&F meets next Monday and there are 13 open senator positions available.

Computing Services: Mike Nicholson stated that he would be rotating permanent full time employees to assist with the help desk instead of work study students. Computing Services is contemplating wireless residence halls and he stated that his area is supporting Mark Manzaneres' efforts in Academic Computing Technology. He inquired as to what the best method of communicating network outages to the campus community was

Nielsen Library: Di Machado indicated that the Library was evaluating free trial subscription to the EBSCO database. She complimented the new freshman class as she was pleased with their energy level and their desire to use the Library. She mentioned applying to the LSTA Grant and is hopeful that ten laptops will be acquired to assist schools in accessing the Library's databases.

Provost Office: Donna Griego indicated that the Provost Office was busy interviewing office personnel and gearing up for upcoming schedule and catalog production processes. Provost Mumper stated that Dr. Georgia Grantham's final day is September 13; she will move on to work with Extended Studies on October 1. As a result of this, he will be spending more time with the Enrollment Management team. He also notified the group that students in the Connections courses will be participating in their scavenger hunt next Wednesday and Thursday.

Graduate School: Teri McCartney stated that they are still in the process of enrolling graduate students. She asked that all support the Teacher Education Program as they will focus on moving forward. She stated that the Art Program was at its maximum enrollment with HPPE having great potential. On the horizon is the approval of an MBA program. The Graduate Council will meet on September 10.

Metrics Review:

Dr. Starnaman stated that Extended Studies is seeking a new way of comparing enrollment with projected enrollments.

Dr. Novotny stated that all of the new faculty are present and accounted for.

Agenda Items:

Campus Communication: Mike Nicholson inquired as to the best method of communicating network outage sessions to the campus. After discussion, THE GROUP SUGGESTED THAT email notices BE SENT to all campus personnel.

NSSE: Andrea Benton-Maestas indicated that IR is contemplating conducting a paper or web survey. They still need depart-level results and it was suggested that she talk with Ms. Karen Lemke in FYEE. There was discussion regarding the Performance Contract and there is concern with the number of student responses. SHE AGREED TO SEND OUT last year's data to the group for review.

08-09 Academic Calendar: Donna Griego distributed calendars with start dates for the next five years. She explained that each year the start date for beginning the academic year moves earlier and earlier in August. She distributed a proposed 08-09 academic year calendar with the late start date of August 25 and asked the group for comments. The result of a late start date was a late semester end date that placed grade submission on December 23, just prior to the Christmas holiday break. The concern with this late date would be that it may not allow ample time for programmers to close out the term before the holiday and that faculty may not submit their grades before leaving. IT WAS AGREED THAT ALL WOULD TAKE the proposed dates back to their respective areas AND RETURN FEEDBACK to the group at the next Senior Staff meeting for approval of next year's academic calendar start dates.

Staff Priorities Reports:

Office of the Associate Provost for Academic Affairs: Frank Novotny explained the priorities that the APAA Office established. Their primary focus is on: 1) Effectiveness and Efficiency, 2) Assessment and Quality, 3) Financial Stability for the academic arena.

Provost Mumper asked the group to distribute copies of their priorities to each group member.

Meeting adjourned at 3:30 p.m.

Respectfully Submitted,
Donna L. Griego
Provost Office Program Assistant