

**SENIOR STAFF**  
**Summary of Meeting**  
**September 13, 2007**  
**2:00-3:30**  
**President's Conference Room**

**Present:** Ms Heather Heersink, Ms Di Machado, Dr. Teri McCartney, Mr. Ken Marquez, and Dr. Frank Novotny.

**Absent:** Ms Andrea Benton-Maestas and Mr. Mike Nicholson, and Dr. Sandra Starnaman.

**Previous Meeting Progress Report:**

*NSSE* – Provost Mumper announced that the campus did not receive the data back that it had hoped for because the number of responses to the NSSE was minimal last year.

*Academic Calendar* – Ms Griego reported that all but one academic department responded in favor of a late fall start date and a late spring start date. After listening to the report and offering no opposition to the late start dates for next year, IT WAS RECOMMENDED THAT Provost Mumper take the recommendation to the Monday Cabinet meeting for final approval.

**Lightening Round:**

*Extended Campus:* No report given.

*Associate Provost for Academic Affairs:* Associate Provost Novotny announced that nine students are enrolled in the COMOM courses; the registration deadline is September 25. He stated that at the previous Academic Council meeting, approval of the MOU with the Extended Studies area had taken place. He stated that the King Bill suggests that all students be provided the opportunity to test out of general education courses. ASC hasn't established a test-out policy yet, and has been concerned with placement of students instead. He requested that the topic of Assessment be placed on the tactical agenda item list, and he addressed the need for a self defense class here on campus this semester and asked that this topic be placed on the agenda item list as well.

*Institutional Research:* No report given.

*VP for Finance and Administration:* Heather Heersink indicated that revenue looks good and she's busy working on getting FTE numbers compiled in comparison to last year's figures. Her expectation is good. She announced that vacancy savings haven't gone in the negative just yet. She said that the tuition decision item will be presented in October; a peer average will be used this year. She's currently working on the Format 40 report, the Budget Data Book, the Personnel Roster, and the Tuition and Fee Survey. She asked that an item be placed on the tactical agenda list with regard to the type of metrics the group would like her to report on.

*Student Affairs:* Ken Marquez announced that housing numbers remain the same. He suggested that a discussion pertaining to International students be placed on the tactical agenda item list and that he also has issues with regard to the I9 form and that ASC doesn't accept the birth certificate as proof of citizenship. Discussion regarding ASC accepting only the Social Security card took place. Apparently state agencies are being audited aggressively and the policy has been to request the Social Security card only as proof of citizenship; it was indicated that these policies were set due to stringent immigration laws.

*Computing Services:* No report given.

*Nielsen Library:* Di Machado indicated that the Library did receive the LSTA Grant. She asked that projected Library costs for the MBA program be placed on the tactical agenda item list.

*Provost Office:* Provost Mumper stated that with Dr. Georgia Grantham leaving the institution, he would be taking over Enrollment Management responsibilities. He stated that he arrived at this decision partly because of the remaining salary amount and because there is an unlimited need for investment on campus. He would like to work on growing enrollment to help the campus resolve its investment problems and would like to be in the position to grow enrollment to fund academic priorities. He will hold Senior Staff meetings one week and meet with the Enrollment Management team the next week. He's changing Ezzy's title to One Stop Coordinator; moving the position previously encumbered by Cathi Lucero to the One Stop; and will hire one more fulltime person to assist Ezzy. He will be moving FYEE to become part of Enrollment Management to work with Admissions and Advising, and is pleased that everyone has accepted the idea. He requested that we discuss the RFP recruitment competition, and asked what an appropriate amount to give should be. He also asked to discuss the best method for implementing the Presidential Teaching Award here on campus.

Donna Griego indicated that the Provost Office had hired its staff and will be busy training the rest of the semester. Academic departments are currently working on the final draft of revisions for the spring 2008 semester, and curricular changes for the upcoming catalog. A proposal to the Chairs for the decentralization of the data entry for the class schedule has been submitted to Dr. Frank Novotny. She stated that the summer 2008 class schedule preparation is planned to begin on October 1 and that in years past, Chairs always asked for budgetary information prior to establishing a list of course offerings. She asked if this were the case for summer 2008. It was determined that summer 2008 be placed on the tactical agenda item list as well. It was also determined that summer planning be placed on the Potential Strategic Topics list for future discussion.

*Graduate School:* Teri McCartney stated that she will meet with the School of Business on September 26 to discuss establishing a new MBA program here on campus. The Graduate Council met to discuss two program reviews and she suggested that Assessment be placed on the tactical agenda item list.

**Metrics Review:**

Teri McCartney distributed an enrollment data report for the Graduate School and indicated that numbers were low for Teacher Education.

**Tactical Agenda Items:**

*RFP to Improve Undergraduate Recruitment:* Provost Mumper indicated that \$20,000 is available for this competition; a commitment with the Art Department was made to set aside monies for the Arts Extravaganza; and \$1500 is available for discretionary items for smaller proposals. He asked the group for advice on whether to give more winners at lower amounts or higher amounts to fewer winners. ALL AGREED THAT the RFP competition was a great idea, AND THAT \$5000 was an adequate amount to give to the winners. It was also suggested that the Library be included in this competition.

*Presidential Teaching Award:* Provost Mumper announced that the Provost Office will be launching a new teaching award for ASC faculty. A student committee will be established to think about what it means to be a good professor. In the near future this process will expand to include an award for graduate faculty as well.

*Self Defense Course:* ALL AGREED THAT a self defense course be offered on campus.

*Five-Year Program Review:* Guidelines for graduate program reviews were discussed and IT WAS AGREED THAT they be brought to the Graduate Council for review and then on to Provost Mumper for approval.

*MBA Library Support:* Teri McCartney indicated that resources are being researched for the MBA proposal and that faculty and Library support are among the categories included, WEBCT and Computing Services are other areas that are in need of support.

*International Students:* Ken Marquez explained that private scholarship awards funded through the Business Office are not allowed to be given to international students. He indicated that because of this, we may be creating the impression that we are discriminating against our international students as they are qualified to receive them. IT WAS AGREED THAT Ken and Provost Mumper discuss this issue with Mr. Bruce Landis.

*Business Office Metrics:* Heather Heersink queried the group as to what type of data she would present at meetings during the Key Metric phase. ALL AGREED THAT year-to-date monthly financials will suffice. SHE AGREED TO PROVIDE a report in four weeks after she has finished all of her reporting items.

*Summer 2008 Budget:* It was reported that in past years, a continuation budget has always been used for faculty salaries for summer offerings. ALL AGREED THAT a discussion occur at the next Planning Meeting with regard to possibly changing the entire format for the summer program. IT WAS ALSO AGREED THAT summer class

schedule preparation begin on November 15 instead of October 1 to allow for these discussions to take place. Dr. Novotny will keep the Chairs apprised of progress.

**Previous Meeting Progress Report:**

The previous tactical agenda items will be placed in the Previous Meeting Progress Report for the next meeting and distributed.

Meeting adjourned at 3:40 p.m.

Respectfully Submitted,

Donna L. Griego  
Provost Office Program Assistant