Present: Dr. Michael Mumper, Mr. Kevin Daniel, Mr. David Goetzman, Ms. Donna Griego, Mr. Ken Marquez, Dr. Frank Novotny, Ms. Judy Phillips, Mr. Ryan Shiba, and Mr. Mark Schoenecker.

Absent: Ms. Andrea Benton-Maestas, Ms. Heather Heersink, Mr. Kevin Ruybal, and Mr. Erik van de Boogaard.

Previous Meeting Progress Report:
Previous Meeting Summary:
The June 7 meeting summary was distributed electronically.

Lightening Round:
Academic Affairs (AA): Dr. Novotny reported a new graduate policy is being developed for students to obtain their Bachelor’s and MBA degree in 5 years. The correspondence-based MBA is going well and should be ready to go by fall semester. Counselor Education is working on curriculum for the new PH.D. in Counselor Education. It appears to be optimistic that the East Campus Renovation will be ready by January. Currently, HPPE is in Plachy Hall, and Beez Schell’s office is in the Library. A new AA degree program will be added to the Extended Studies area in Emergency Management. An MA in Criminal Justice with an administrative perspective is being planned as well. The GEAR-UP Program has added 500-600 new students. The budget was set-up to lower costs as enrollments increase, and ASU has agreed to $2000 in start-up expenses.

Academic Instructional Technology Center (AITC): Mr. Shiba announced that Blackboard 9.1 is live and as current as current can be. The Extended Studies Open Enrollment and Counselor Education pilot projects were successful. On Monday the license pricing structure for Mobile will change and will no longer be an institutional cost, rather a student-incurred cost. There have been 92 unique visitors and on September 4, there were 46 total logins, all this without advertisement. It appears that 9:00 P.M. is the busiest hour with regard to discussion boards. With regard to the Instructional Design Search, the position was offered and the candidate declined due to financial constraints. Temporary personnel will be starting this week. AITC is piloting a feature through E-Studios through Blackboard for the proctoring of online exams. A Course Storage Policy will need to be developed for exporting course content. AITC stores courses, but the problem is with the grade challenge window.

Communications: Mr. Schoenecker reported the Communications area being busy with transition “stuff”. Currently 3 of 4 highway signs, Highway 285 and 160 monument signs have been replaced with the university name. It was decided to place stickers on parking lot signs rather than purchasing new signs. Billboard signs in Pueblo and Walsenburg have also been updated, as well as billboards east of Alamosa and by the Mental Health Center. An RFP for the Media Buy Initiative has been selected; Forte Advertising from Denver will incorporate all of the Noel-Levitz data and Name Change data to provide us with a marketing initiative. Graphic standards for the new athletic logo have been developed, which means that the Graphics Manual is now complete. The campus catalog is close to being complete, the first iteration was tough. From now on every iteration will be easier. He asked to place a tactical item on the agenda, Campus Map.

Computing Services (CS): Mr. Daniel reported the first phase of the Bandwidth Upgrade Project will take place on September 22. This upgrade will provide for 155 megabits to 200 megabits. This upgrade will allow for faster service. The second phase will tie into the satellite dish on top of the Rex Residence; it will provide a redundant link which will improve reliability as well as an additional 155 megabits of bandwidth. A Banner upgrade will also take place. Matt Chacon has been hired to fill the Tech 2 Position. The bids came in higher
than anticipated for the rebuilding of the IT portion of the East Campus. Due to this, an aggressive timeline will need to be established sometime in November. Regarding Mobile Apps, CS would like to take inventory and look at other integrations such as Banner. Wi-Fi was installed this summer to residence halls and Faculty Drive. He reminded the group that department email accounts need to be changed to reflect ASU instead of ASC. Please notify him of any changes. He is working ASU’s Human Resources and the Colorado Department of Personnel to provide supervisory training for those who supervise Classified Employees.

**Extended Campus (ES):** Ms. Phillips reported receiving 133 applications for the Administrative Assistant I position in Extended Studies. Extended Studies will be processing drops as non-attendance will be reported tomorrow. Enrollment in the Extended Studies term is fairly flat compared to last fall based on COF.

**Facilities Services (FS):** No report given.

**Finance and Administration (FA):** Ms. Heersink reported

**Institutional Research (IR):** Ms. Benton-Maestas reported

**Nielsen Library (NL):** Mr. Goetzman reported September 1 is the deadline for search applications, currently there are 14. New lap tops funded by the Title V Program are in service. One of the Business classes will be conducting a research study regarding the demand for a coffee cart in the Library and putting together a marketing plan.

**Office of the Sr. VP for Enrollment Management and Program Development (OSVP):** Ms. Griego will begin editing the Spring 2013 Class Schedule in time for Student Registration on October 29. Her office is gearing up for Summer 2013 CRN Data Entry to begin October 1.

**Senior Vice President (SVP):** Dr. Mumper announced that the Name Change Celebration went well. Currently we are at Census time. Undergraduate enrollment is down by 77. Last year at this time we had enrolled 2300 students. The drop is with new students. Graduate enrollment is up 20 from last year. First year to second year retention is better this year as we are up 56. Continuing student enrollment is good. Overall ASU is down 1.7%, which places us in a bind with the budget. He will be conducting a study to find out what happened with the freshman class. It is uncertain whether price was a factor or whether there is an overall trend that all colleges/universities are down in enrollment this year. It’s too early to make an assumption, as it all needs to be sorted out first. He announced that Diego Trujillo is leaving at the end of the month; he accepted a new position at UNM-Taos which provided him a tuition waiver to a Ph.D. program. Masood and Miguel will work with international students, and Tanya will take on more with testing and tutoring at the Grizzly Testing and Learning Center.

**Student Affairs (SA):** Mr. Marquez announced housing accommodations have gone well with the beginning of the semester; in McCurry, they were able to accommodate 6 students per apartment. Withdraw numbers are up from last year. Last year there were 17 students who withdrew. This year by the first week, there were 32 students who withdrew. Renovation in Girault Hall looks great, B and C Wings will be renovation will begin this Spring Semester and will be complete within the next 2 years. Vic White has resigned from the ASU Police Department, it is hopeful that he will be replaced in December. There have been many concerns with business at Vistas during football games. Staff from Sodexo’s human resources will visit ASU to address these issues. He asked to place a tactical item on the agenda called, New Student Orientation (NSO) One Stop lines.

**Metrics Review:**

No metrics were presented.
**Tactical Agenda Items:**

*New Student Orientation One Stop Lines:*

Mr. Marquez referred to the long lines at the One Stop during the New Student Orientation and inquired with the group as to how to remedy business processes. The Operations group agreed that now is the time to make adjustments for next year’s NSO.

Dr. Michael Mumper AGREED TO convene a meeting of those individuals who are involved in the NSO to come up with an efficient way of taking care of business.

*Campus Maps:*

Mr. Schoenecker presented 2 Campus Maps and asked for feedback. One map represents the current map, where the numbering system starts on one end of the campus and leads to the other. In the other map, the buildings are in alpha order. There are advantages to both. He asked the group to share the maps in their respective areas and solicit feedback.

*Higher Learning Commission (HLC):*

No report given.

**Adjournment:**

The meeting adjourned at 3:03 P.M.

Respectfully Submitted,

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Donna L. Griego
Assistant to the Sr. Vice President