

Provost Council
June 15 2011

Present: S. Westbrooks, D. Jeffereson, R. Milo, R. Benny, E. Gentry (for Miriam Mobley Smith), R. Lindsey, S. Gist, N. Maynard, C. Sidney, R. Darga, J. Akujieze, C. Rigsby, Y. Harris, J. Ferguson, D. Collins, T. Hope, M. Butler (Guest)

Minutes from June 8, 2011 approved with correction.

OLD BUSINESS

1. **Technology Updates (Rigsby)** We are on track for cutover to Banner 8. The system will be shut down on June 30 after close of business at 5:00 pm. (May stay up until 7 to accommodate evening students.) A big concern is that this timing interferes with the second session of Summer School. Cutting over on this date is for Meeks' office so that they start with a new data base for new fiscal year. Also financial aid needs the cutover for compliance. Students will need an extra day for registration and tuition payment, bursar and registrar must be notified. There should be no late fees for students.

2. **Freshman Update (Green):** No report

3. **Enrollment Updates (Sidney):** Four percent of the student population has been dismissed for poor scholarship. This means there is a need to increase enrollment goals to compensate for the loss. It is critical to determine if efforts to get students to enroll and register early are working. Different areas are working hard to contact all qualified applicants to encourage them to enroll and register.

NEW BUSINESS

[Side discussion of incompletes, need to get students to give faculty their completed class work before the last day of the semester...two weeks in advance? Suggested that issue be taken to academic standards committee. Also should be covered in faculty orientation.]

4. **Second Bachelor's Policy (Butler):** Students can earn a second degree after they have completed 33 additional hours. Courses cannot be duplicated. For dual degrees (degrees earned concurrently), students must declare and complete 154 hours to graduate.

[Presidential Interval] What would we do with half a million dollars? Scholarships, alternative power sources, Childcare Center, software, renovation of RUC or Douglas Hall, and a simulated hospital were all suggested.

Searches: director of international programs candidates will be presented at next weeks provost

council.

5. Phone Protocol, Discussion (Westbrooks): It is important to ensure staff, including Deans, in all College offices remember to always answer the phones politely and to treat students considerately. Students may be transferred to other offices on the telephone and may not know who they have been transferred to; therefore, it is important to identify yourself when picking up the telephone.

6. Student Dismissals (Westbrooks): Deans must check what they are signing. If they sign for a student to be reinstated for poor scholarship they should be sure that they know absolutely that the student can succeed and graduate. Check documentations carefully.

7. Unauthorized Purchases, A Review (Westbrooks): Unauthorized purchases are tracked by Ms. Burkett. Unauthorized purchases are potential audit findings. When someone gets to **two or three** unauthorized purchases, there must be a letter of reprimand in their personnel file. **For the first oversight, a written notice should be given.** The situation has improved but not enough.

8. Based on the branding meeting, education, business and Continuing Ed. should be included more. Deans must make themselves available to the marketing firm for pictures and information.

Other Matters

Milo: Fall 2011 course scheduling bulletin is absent from the website. It is not clear why, but Creola will check.

Ferguson: Welcome Week is being planned for August. Plans are moving forward for the Bud Billiken Parade.

Hope: She has supplied admissions with information from other schools about the services they offer international students and how they recruit them.

Jefferson: The CRCP program will probably be dissolved in December **2011**. A skeleton staff will be on hand until then. UPS has been supporting the program without government contributions and can no longer do so.