

Minutes  
Provost Council  
August 24, 2016

Present: P. Carney, C. Coleman, D. Collins, S. Collins, R. Darga, L. Dawson, M. Ellison (guest), S. Green, O' Headen, A. Henderson, L. Jones, J. Jor'dan, C. Lucy (guest), N. Maynard, L. Roundtree, B. Rowan, L. Young

The meeting was called to order at 1:12 p.m.

Mr. Lucy provided an update on the university's budget and related matters. Budget books will be finalized following the Sept. 16 Board meeting. The Provost stressed that the current context requires continued efficiency measures in terms of budgeting. All units should complete final processes for the inventory control/audit.

M. Ellison indicated that the Office of Institutional Effectiveness/Research would update college Enrollment dashboards soon.

B. Rowan reminded Deans to have chairs communicate the importance of accurate information on faculty availability via phone, postings on office doors, and emails. He asked each department to supply a copy of its current bylaws. He reminded deans that hiring decisions must respect all relevant contractual provisions as to seniority, depending upon the context. Contract Administration appreciates the support of the colleges in rehiring Unit B faculty.

P. Carney provided an update from Graduate and Professional Studies: degree audits require accurate GAPP forms. Time limits for diploma pickups will be implemented. Institutional Review Board bylaws accepted by President, temporary chair to be appointed, members invited by President to serve on the IRB.

S. Green indicated that Moodle would be developed for online curriculum process implementation. The 2016-2017 Catalogs will soon be posted online. Assessment coordinator list is in the process of being updated; contracts/job descriptions sent out. Assessment Workshops will soon be scheduled as well as meetings of the University Assessment Committee. Volunteers/representatives will be asked to sit on a retention committee, with S. Green and S. Collins as co-chairs.

K. Dawson indicated the Chairpersons' Association would set a regular meeting time. They will meet with P. Carney and S. Collins in re grad matters and advising respectively. Other guests to be invited.

M. Ellison indicated the 10-day census will be available Sept. 5 and the reporting census on Sept. 25. 5400 undergraduates applied; 3400 applications incomplete. For 700 offers, a canvass of 10,000 is needed. To develop communication plan for prospective students. Website must be updated.

R. Darga noted that Fall Library hours will commence on Sept. 1

C. Coleman noted the Pharmacy White Coat Ceremony would take place on Sept. 6, 3:30 p.m., Jones Convocation. Dr. Anna Ratka is Interim Associate Dean for Academic Affairs. Dr. Duc Do is Interim Associate Dean, Student Affairs.

L. Young noted that Fall 2016 begins a new immunization requirement: meningitis for students ages 16-22 (effective January 2017). Mandatory insurance has changed; the new carrier is AETNA. The Nursing program has been approved for re-accreditation, including a new streamlined curriculum. 15 new admits.

L. Roundtree celebrated the acceptance of nine Step-Up students and a recent kick-off event related to the related grant.

N. Maynard announced the formation of a 13<sup>th</sup> Grade Outlook Academy and Workforce Training (WIOLA) Office. With grant support, the program will help high school non-completers to finish their secondary education and then transition to college or jobs/vocational training.

J. Jordan shared that the College of Education held a successful Fall Summit, launching the CAPTE re-accreditation effort. 12 students accepted for EdD Cohort 10. Student teachers' orientation underway. CINSER Stem Expo accomplished. Several faculty received honors/recognitions/published books.