2-1-2010

February 2010 Minutes

USM Council of Chairs

Minutes

Attendance: B. Bates, A. Branton, C. Campbell, D. Davis, L. Fonder-Solano, S. Hughes, E. Mann, chair, K. Motter, J. Norton, J. Olmi, B. Powell, K. Reidenbach, K. Yadrick, J. Zhang. Guests: Kristi Motter, Debbie Hill and Jeff May.

1.0 Approval of agenda: Approved.
2.0 Guests:
2.1.1 Dr. Kristi Motter, Associate VP Enrollment Services and Ms. Debby Hill, Associate Registrar speaking on "Admission, Advisement, & Registration": Presented a report on the USM strategic enrollment plan begun in 2008 and implemented in 2009 as phase II by revamping the existing program for recruitment. Focus was on the graduate enrollment, courses and programs, and the Gulf Coast enrollment. Results indicated strong competition with the community colleges. Telephone contacts with students generated 1600 expressing potential interest in attending USM of which greater than 50% actually applied and greater than 60% enrolled. The costs to recruit are greater than the costs to retain students already enrolled at USM. Student academic interests are determined and contact information is provided to the academic departments, particularly for the high quality students as demonstrated by GPA or awarded with scholarships; higher interested students are handled by outreach.
Question: Some departments have active recruitment strategies. Is there a way to integrate information?
Answer: Generally not at this time although we are aware of the need. We are selectively able to integrate specific students, music for example, and this will improve with the use of software.
Question: Can we send letters to applicants in specific departments as there are cost benefits in initiating contacts with departments in include enrollment.
Answer: Once a student in USM, contact is more helpful after enrollment to assist freshman, particularly those at risk. The course schedule is a major factor in student failure.
Question: What is the average age of undergraduate students? How sophisticated are students in need of assistance?
Answer: Gulf Coast students tend to be much older. Older students need more non-traditional treatment. Many are working fulltime and attending school part time. Late enrollments are the least prepared to succeed.
Question: Are most non-traditional students formerly in the military?

Answer: More information about the GI Bill to assist with tuition is needed. There are other special populations that need financial assistance but need to self-identify their needs.

Question: Is there VA information on the Registrar's webpage.

Answer: Yes, under Veterans Assistance at www.usm.edu/registrar/veterans/index.php

Comment: There is a need to change the registration dates for both campuses as the days are scheduled too close to be able to resolve cancelled or closed classes in the enrollment process before regular classes begin.

2.1.2 Debby Hill addressed related issues with advisement and registration and announced some proposed changes in the Smart Sheet with the SOAR 9.0 upgrade. Concern was expressed about the loss of features (example is **bolding**) that are very desirable and problems can be anticipated in the March student advisement.

Question: Why is enrollment closed on certain days?

Answer: To prevent a system overload we need a window of time to process invoices. We cannot schedule the fall and summer registrations at the same time due to the possibility of confusing the two, thinking you have registered for a fall class when in fact you may be registered for a summer class if both windows are open at the same time.

Comment: It is good to be able to advise students and enroll them for their classes at the same time.

A new schedule will be available by mid-February; time to prepare students about advisement. Midterm grades are due between March 4th to 14th in time for students and advisors. USM census enrollment data will be available February 10th to 15th.

2.2 Jeff May, Director Technology Advancement & Innovation for iTech, "Technology User Funding Model": Discussed the Technology User Funding Model which should provide a more stable funding model that is equitable in providing access and improves instructor services as determined by 1) core services that are fundamental such as SOAR, telephone services, computer support for and upgrading of existing computers on a 5 year cycle, HelpDesk and Desktop support), 2) security and compliance as in providing protection from SPAM and securing USM data, and 3) support of student technology and auxiliary services like Clicker paid for by a charge back or fee-based model.

Question: When will we know the specifications for desktop or laptop; what will be the standard cost and possible supplemental expenses? What is the request process?

Answer: Departments need to evaluate the age of the PC and the software needs in equipment inventories. A replacement policy is proposed to remove all computers that are not under warranty.

Further discussion addressed network and Internet access as well as customer and classroom support. Student services include classroom pc support, Blackboard, public computing particularly in the library, iClicker. Access to computer resources include Mobile Eagle, wireless access in dorms and the library, Campus Hub, email HelpDesk using the student campus ID.   The $10.00 per credit hour fee collected on the online

courses and supplements will be discontinued and may be replaced with a small fee on every credit hour, for all students, to support essential technology support.

Question: What is the cost of having wireless access?

Answer: It will be included in the $8.00 per student hour; all students have wireless access, public computing and Blackboard.

Question: When is the cut off for the usm.edu email? Is there a forwarding function we and recommend a later date than March.

Answer: Informing the students of the change is very important. Will consider a delay until May; agree to provide greater transition time to change to the new email by the end of the semester. The new student email eagle.usm.edu can be used by students even after they graduate to continue their ties as alumni.

3.0 Approval of minutes: D. Davis moved and C. Campbell seconded to approve.

4.0 Committee reports from CoC representatives

    4.1 Provost Council—Ed Mann reporting:

        4.1.1 Eagle Learning Online. See: www.usm.edu/elo/ for more information about undergraduate and graduate degree programs provided as hybrid or completely online. IHL defines an online program as having 50% or more online courses with some classroom contact.

        4.1.2 Math requirement can be satisfied by opting for one of the following: Math 100, new GEC Options include Finance 100 or Physics 100.

    4.2 RCM Budget Committee—Skip Hughes reporting. Committee has not met.

    4.3 UPC—B. Powell reporting:

        4.3.1 A webcast of Robert Dickerson will be held on Friday February 26th. Contact Russ Willis to arrange participation at Russ.Willis@usm.edu.

        4.3.2 A third subcommittee has been added to the UPC to include academic support systems. An electronic template is being drafted to provide a framework in which a 7 to 10 page report or overview can be written addressing the purpose, function and service of a department program in the process of setting priorities. The e-form should be available by March 10th.

    4.4 Chair Development Committee—Lisa Nored & Kathy Yadrick reporting:

        4.4.1   Spring Chair Orientation for Chairs Reported the session was well received by the two new chairs

    4.5 Faculty Handbook Committee—Bob Bateman reporting: No report.

    4.6 Strategic Enrollment & Planning Council—Chris Campbell and Bill Powell reporting:

        4.6.1 Enrollment is up 6.2%.

        4.6.2 IHL has set the textbook selection deadline for April 1 for 3 years for the lower division courses; two years for upper division courses.

        4.6.3 The USM college core of 60 hours is being considered as the equivalent to the community college associates degree to encourage transfer students to continue their education toward completing a bachelor's degree in two years at

a university. Currently most transfer students complete in 2.5 years after transferring to a university.

4.6.4 Administrative evaluations are directed to assess the performance of those who hold positions of department chairs up to the president.

4.6.5 An 8.9 % budget cut has been implemented what more is still to come

4.6.6 Retention & Persistence Subcommittee—Chris Campbell reporting: Retention has improved.

4.7 Space Utilization and Allocation Review Committee—Kathy Yadrick & Lisa Nored reporting:

4.7.1 A draft document of the Space Utilization and Allocation policies and procedures is under review by the SUA Committee. When a final draft is completed, this document will go to the Cabinet for review and consideration.

4.8 Ad hoc committee of Faculty Expectations—Joe Olmi reporting:

4.8.1 A tenure and promotion document is expected to provide a method of expected measures.

5.0 Old Business

5.1 E-platforms Committee Report—J Norton reporting: No report since the committee has not met.

6.0 New Business

6.1 Discussion of April meeting date. (Thursday, April 1st is day before Easter Holiday). Considered moving to April 8th but could not confirm.

6.2 Guests for Spring meetings

6.2.1 Dr. David Wolf—Vice President for Advancement Left University, need replacement speaker for March meeting.

6.2.2 Dr. Larry Hosman, Chair IRB "Function/Responsibilities of IRB and the Process of Seeking IRB Approval" (Confirmed for April)

6.2.3 Dr. Robert Lyman, Provost (Agreed to do May or June depending on date President Saunders chooses.)

6.2.4 President Saunders toward end of academic year, but no date has been determined. Will contact her office to confirm.

7.0 Announcements

7.1 Next meeting: Thursday, March 4, 2010 at 12:15 PM

8.0 Adjourned