

5/2/14 Administrative Council Meeting Minutes

In attendance: Dr. Sheila Adams, Angie Atkins, Cheryl Bowen for Andrea Stevens, Dr. Kate Brown, Trish Caston, Melanie Freeman, Gail Gunter, Dave Haffly, Dr. Dan Heimmermann, Larry Jones, Carla Lowery, Sade Meeks, Nora Miller, Shelley Moss, Nicole Patrick, Dr. Tom Richardson, Dr. Monica Riley, Susan Sobley, Dr. Royal Toy, Randy Vibrook for Danny Patton, Ken Widner, and Nick Wright

Dr. Jim Borsig called the meeting to order.

Minutes -

Following a motion by Nicole Patrick and a second by Shelley Moss, the minutes from the April 2014 meeting were approved.

University Update –

Dr. Borsig showed the Administrative Council members the new diploma cover that features the official seal on a navy blue cover and a pencil drawing of front campus on the inside. May 2014 commencement is set for Saturday, May 10. Patti Carr Black will receive an honorary doctorate.

He said he appreciates all the great work that has been done on SACS this academic year. A faculty and staff celebration is being planned for Wednesday, August 27. This will be the first official W Wednesday for 2014-15.

It was reported that the ASN nursing program has been reaccredited with no recommendations. Also, the recent music department accreditation visit went well, and the department is awaiting the final report.

Dr. Borsig said that progress is being made on technology. Ellucian representatives were here this week to work with the Registrar's Office.

The new navy blue awnings are up on campus buildings, and a great deal of work will take place this summer on Callaway Hall and other residence halls.

The Employer Committee for the leadership redesign met this week

Dr. Kurt Patberg, the athletics consultant hired by the university was on campus last week. He will prepare a report on what sports MUW should offer and help us with conference membership. He said if the university does not offer athletic scholarships that it needs to offer a great athletic experience which will include great facilities. Dr. Borsig said private fundraising will be needed for facilities. He also said that athletics will be reinstated only if it will grow enrollment and add to the student life experience.

Dr. Borsig presented a handout on Mississippi ACT scores. He said there is a lot of competition for students with high ACT scores.

He also had a handout about the distribution of bachelor's degrees, comparing 1970-71 to 2011-12. He said there needs to be further discussion about academic planning and low enrollment programs. He said Carla Lowery is putting data together for the deans about faculty lines by program enrollment for 10 years ago, five years ago and now.

The IHL Board approved at the April meeting the name change from the Center for Academic Excellence to the Student Success Center. A lot of work has been done to move this unit toward best practices.

Dr. Borsig noted that the legislative session is over and that IHL was allocated more than previously anticipated. This is the first time in many years that IHL has received an increase without budget cuts later in the year. Also, the bond bill for phase three of the library was approved. He is very appreciative of the legislature and asked that Administrative Council members thank their legislators when they see them.

MUW has leveled off in productivity according to the IHL funding formula. Therefore, MUW cannot put this additional revenue into reoccurring expenses. The money needs to be invested in technology. Funding priorities are the Center for Teaching and Learning and the Student Success Center because recruitment and retention is so important. Other funding priorities are faculty merit raises and staff raises in accordance to the Staff Compensation Plan. Dr. Borsig asked Administrative Council members to find money within their budgets for new requests before asking for new money.

Dr. Borsig said he appreciated all the work involved in preparing for the major storms that took place earlier in the week. More work will be done on the university's emergency plan.

He said he is looking for opportunities to speak to civic clubs and asked that Administrative Council members pass this word around.

This is Dr. Dan Heimmermann's last Administrative Council meeting. Dr. Borsig thanked Dr. Heimmermann for his service and wished him good luck in his future endeavors. He said Dr. Tom Richardson will become the Interim Provost and Vice President for Academic Affairs on Monday, May 12. Dr. Heimmermann will stay at MUW for a couple of weeks to help with the transition.

Recruitment Funnel –

Shelley Moss said Noel Levitz gave the Office of Admissions a goal of being up 2% in new freshmen. The number for early freshmen registration is up, and the residence life applications for freshmen also is up. Ms. Moss also noted that transfer admissions have picked up recently and she expects more this month. Some changes this year are the new awards system, the addition of the intent to enroll form, the addition of Noel Levitz True Costs Calculator to help students make good decisions about financial aid, and the process of helping students work through the recruitment funnel. Another new information piece includes information on financial aid, residence life, and getting

immunization forms completed. Ms. Moss feels this has helped get students to commit early. Nora Miller suggested adding information about the payment plan to this piece.

Ms. Moss said for deans and department chairs to let her know if they would like lists of students who are committed. She also can share the weekly recruitment funnel report.

Retention –

Ms. Lowery said her office is looking at students' ACT scores, high school GPAs and financial aid to see if there are any indicators for retaining or losing students.

Ms. Lowery will send a summary sheet on freshmen and transfer retention data to Jill O'Bryant to email to the Administrative Council membership.

Dr. Kate Brown gave an update on the Student Success Center and how it relates to retention. The search continues for a permanent director. She said the navigator positions have been posted. The navigators will serve as retention specialists and also help with advising. There also will be a career specialist who will help with undecided students.

Dr. Brown said that students with low ACT sub-scores will no longer be forced to be undeclared. Work continues on determining the best method of making sure these students get into remedial courses that are required by IHL. She said data is overwhelming that remedial courses are not a good solution for these students because these students are not typically retained. MUW is looking at other possible options.

It was also noted by Dr. Brown that students who have very low GPAs and are put on probation are usually affected by life events. The courses in the Student Success Center will be revamped. They are looking at splitting the really low GPA students from those who are almost back in good standing and give both groups specialized services. The First Year Experience also will be looked at for possible revamping.

Dr. Borsig said that in addition to needing to help our students, he said this discussion also is important because the IHL Board recognizes in the funding formula that the unprepared student is more expensive to educate. Because of the Student Success Center, MUW will have a lot of data to support this.

Faculty Senate Update -

Dr. Royal Toy said Faculty Senate has discussed clear communication across campus and changes in the Faculty Senate Bylaws, and it had an election for officers for the 2014-15 academic year. Dr. Toy will continue as president. Vice president will be Dr. Kimberly Dorsey, and secretary will be Nancy Wheeley.

Staff Council Update -

Trish Caston reported that Staff Spring Appreciation Luncheon will be held Tuesday, May 20 at 11:30 a.m. in the Hogarth W Room. Also, Staff Council is collecting items such as paper towels, trash bags and hand sanitizers for the recent storm victims.

SGA Update –

Nick Wright said SGA is encouraging students to sign up for a community service project this weekend to assist storm victims. He also introduced Sade Meeks who will serve as SGA President for 2014-15.

Policies –

PS 1301 (Employment of Faculty or Professional Staff in the Area of Academic Affairs) was conditionally approved by Dr. Borsig on April 22, 2014. On a motion by Nora Miller and a second by Dr. Sheila Adams, the Administrative Council voted to continue this policy through the review process in accordance with PS 1000.

On a motion by Dr. Tom Richardson and second by Dr. Royal Toy, the Administrative Council voted withdraw PS 3530 (College Curriculum Advisory Committees and Degree Granting Advisory Committee(s)) from the process because Academic Council recommended cancellation of this policy during the 60-day review.

Other Updates –

Dr. Monica Riley reported that the Council of Chairs elected officers for 2014-15. The officers are Dr. Marty Brock, president; Dr. Dionne Fortenberry, vice president; and Wesley Garrett, secretary.

Ms. Miller said there will be workshops to assist departments in preparing their budget requests. All requests should be tied to priorities and include narrative.