Provost’s Leadership Team Meeting
Meeting Minutes
Tuesday, April 15, 2014

Present: Richard Balkin, Ryan Beard, Ana Billeaux, David Billeaux, Stephanie Box, LD Chen, Lauren Cifuentes, Bill Cone, Margaret Dechant, Ann DeGaish, Bunny Forgione, Mark Hartlaub, Carlos Huerta, Frank Lucido, Chris Markwood, Gerardo Moreno, David Moury, Susan Murphy, Elwin Myers, Thomas Naehr, John Regalado, Bradley Shope, Christine Shupala, Marilyn Spencer, Terry Tatum, Leona Urbish

Absent: Ruizhi Chen, Eve Layman, Larry McKinney, Paul Meyer

Note taker: Tiffany Hearne

I. Call to Order
Meeting was called to order at 10:05 a.m.

II. Approval of Minutes from March 18, 2014
Motion was made by Carlos Huerta and seconded by Lauren Cifuentes to approve minutes of the Provost’s Leadership Meeting held on March 18, 2014. No changes were made. Minutes unanimously approved.

III. Introduction of Interim Director, Planning and Institutional Research (PIR)
David Billeaux introduced Dr. Leona Urbish. She gave a brief overview of her experience. Members of the Leadership Team introduced themselves and their role at the university.

IV. Momentum 20/20 Survey
The Provost reported that the steering committee has compiled all input into a single document and reminded them that a survey is available for feedback. He encouraged members to complete the survey. Tiffany Hearne will resend the link to the survey following the meeting.

V. Enrollment Update
Margaret Dechant provided an update on enrollment. For summer 2014, she reported that headcount is up 6% and SCHs are up 8% in both sessions. Last year, same time, we were reporting that we were significantly down. For fall 2014, headcount is up 14% and SCHs are up 16%. There are 522 first-time in college (FTIC) students registered for summer orientation. FTIC applications are up and continue to be up by 8% with admits up 13.2%. FTIC high achiever applications are up 20%, an increase of 276 students. Transfer student applications are up for fall by 8% and admits are up 17.3%. Last year, same time, transfer student admits were either down or flat. Graduate student applications are up 36% and admits are up 92%.

Financial Aid award letters started to go out in March. We are up to date in processing applications for admissions and are currently working to move all admits to either summer orientation (FTIC students) or early registration. Discussion followed regarding unmet needs for students to be used in determining the number of courses still needed. Margaret Dechant and
Terry Tatum will work together to develop the specifics for the report with input from Core Curriculum, academic colleges, chairs and so on.

VI. Phi Kappa Phi (PKP) Visit
Thomas Naehr reported that PKP is an honor society that accepts the top 7.5% of juniors and top 10% of seniors and graduate students. PKP met with university officials on April 11, 2014. Overall the visit was positive and PKP will write up a report by the end of May 2014. Without any unforeseen issues, we could look to have a chapter by fall 2014.

VII. Authentic Assessment
Ryan Beard briefly addressed the intent to streamline our institutional effectiveness process as we prepare for the new academic year. He provided handouts of the old and new version of the assessment rubric. The Office of Assessment will be working to provide more beneficial feedback on what should be included in assessment plans. He announced that the Institutional Effectiveness Committee will be reestablished and move from an audit/compliance perspective to focus on useful feedback. Membership will include representatives from colleges and various units across campus.

VIII. Department Innovation Grants Update
Bradley Shope discussed the requirements for proposals. The Provost’s Office will be providing $10,000 - $20,000 for awards. The deadline to submit a proposal is no later than 12:00 p.m. on Friday, May 9, 2014. Emphasis is on collaboration, integration, innovation, and sustainability. The Provost emphasized the requirement for department chair and dean support.

IX. Provost’s Comments
Instructional Enhancement Fee: Last week, the Provost and Kathy Funk-Baxter presented to the Board of Regents (BOR) Finance Committee as part of the Programmatic Budget Review.

The BOR has asked each system institution to develop a four-year guaranteed tuition rate, with a 2.2% inflationary index built in for each year. If a student does not complete coursework within four years, their tuition would reset to the current rate. He asked that faculty and staff encourage students to complete their degree within the four years. The College of Business differential tuition was also proposed ($70 per undergraduate and $90 per graduate).

Second, the BOR requested that a number of fees be collapsed into one. We will collapse 10 into a University Services Fee. Most notable, this will include the instructional enhancement fee and the proposal is to have it averaged across the institution and included in the University Services Fee. Funk-Baxter will build in a way to allocate fees based on previous college budgeted fees. Three fee increases were requested for the health services fee, advising fee, and athletic fee. Discussion followed regarding lab fees, differentials, and field trip fees. The BOR vote will take place on May 1, 2014 at the next BOR meeting in College Station, Texas.

Updated Graduate Faculty Status Application: Out of questions that arose about graduate faculty status, it was discovered that we were not credentialing faculty to courses according to current procedures. Credentialing is a 2-step process that involves 1) credentialing the faculty member to the course, which is done through the Office of Assessment, Accreditation and Compliance,
and then 2) the Graduate Council will review requests for approval of graduate faculty status. Discussion included required paperwork, implications of cross-listed courses, special topics courses, new course process, and graduate faculty status. They are currently reviewing older credentialing forms, working with a team to include information in Banner, and developing a separate database. **Tiffany Hearne will provide the link to the credentialing form following the meeting.**

**Continuity of Learning Plans (CLP):** The deadline to submit Continuity of Learning Plans is June 30, 2014. CLPs are needed, because not only do we need to carry on business plans, but we need to have a plan for teaching and learning activities as well. The CLPs will be included in the Islander Ready system as a part of the Continuity of Business plan.

**Parents’ Council Funding:** Funds are available for student use for educational enhancement activities. Awards are largely used for student travel for academic functions. The Provost encouraged those present to share this information within their departments.

**Textbook Changes:** This semester we changed the way in which faculty select their textbooks. Typically at this point in time we are a 40-50% adoption rate. This year when registration opened, we were at a 75% adoption rate. The deadline to finalize all pending textbook adoptions/changes is May 1, 2014.

**X. Good of the Order**

**Stephanie Box** – There are 7 confirmed graduates from the honors program this semester.

**Ann DeGaish** – UC and Dining Hall construction continues. The Dining Hall will be ready in August 2014 and will accommodate 400 students. A mandated Meal Plan will be instituted for residential students in the fall. There have been several forums to address concerns. Exceptions will be considered for religious and medical/other circumstances. For questions about meal plans, please contact Reginald Wade. The Division Leadership Awards and Services will be held in the UC Ballrooms at 4:00 p.m. on April 25, 2014.

**John Regalado** – This week is the deadline for students to drop. Academic Advising will be working to certify graduates in a few weeks.

**Terry Tatum** – Reported on staff changes. Ed Evans is onboard as the replacement for Kay Anderson. Keith Franger announced his retirement at the end of May 2014. Institutional Technology is working on programming for fixed tuition rates, addressing server issues, and ongoing construction projects. SIS is due for discontinuation and will be shut down by the end of this month. Banner Tools is being phased out and we are in the last phase of discontinuing the program. Further discussion included Bleeding Heart virus.

**Bradley Shope** – Several faculty members will be presenting in the Communities of Practice on their course redesigns April 15, 2014 at 2:00 p.m. in CCH 113.

**Carlos Huerta** – Core Curriculum has begun work to add additional seats to accommodate anticipated 2400 FTIC students in the fall.
Bunny Forgione – College of Nursing and Health Sciences (CONHS) is working on hiring and asked for referrals. The CONHS Recognition and Induction Ceremony will be on Friday, May 16 in the Performing Arts Center.

David Moury – Science & Engineering completed its first grade appeal. Hooding and Cording Ceremony will be on May 16, 2014.

Bill Cone – The Coastal Bend Business Innovation Center (CBBIC) has seen over 100 visitors in the past week, primarily due to the Lone Star UAS Center. CBBIC is working to commercialize Weather on Wheels. On Monday, April 17, CBBIC will host a luncheon for the South Coast Angel Network, which will be part of the network for investor relations.

Thomas Naehr – Provided an overview of the outcomes of the first Graduate Student Appreciation week. Scholarships are ongoing and college committees are preparing to review the final round of summer scholarships.

Richard Balkin – College of Education Hooding Ceremony will be held on May 16, 2014.

Lauren Cifuentes – ODELT has redesigned the Blackboard template and purchased SoftChalk for a 1 year pilot. Continuation of SoftChalk will depend on adoption rates. A link will be included in Blackboard. Please consider adoption for your staff and faculty. 9 faculty members will complete the spring certification program. The fall 2014 group will be the first to have the ability to take the certification program completely online. SOAR funding (must be Science and Engineering faculty) is available for 6 positions.

Mark Hartlaub – College of Liberal Arts is working to increase graduate enrollment by 10%.

Elwin Myers – College of Business also had its first grad appeal. Business Q&A was held April 15, 2014 and involved 10-15 recruiters from the community.

LD Chen – Interest has significantly increased in graduate programs and interest in engineering continues to grow. Quality of faculty recruitment is increasing. Regarding research, there is an increase in grants for atmospheric sciences.

Susan Murphy – FYI Convocation is scheduled for August 26, 2014 with two ceremonies at 11:00 a.m. and 2:00 p.m. College receptions will follow. The first FYI cohort will be graduating this semester. College of Liberal Arts is hosting a Graduate Symposium on Friday, April 11 in the UC.

Ana Billeaux – This summer groups will travel to Scotland, Costa Rica, and Mexico. For fall 2014, students will travel to Germany through a College of Business sponsorship program. We will have 5 more students from Dongguk University this fall. She requested input from Deans and Associate/Assistant Deans regarding where recruitment efforts should be focused going forward.
Frank Lucido – College of Education will be holding an Induction Ceremony for Undergraduate students who have completed requirements to become professional educators and they have several open searches.

Marilyn Spencer – On behalf of the Faculty Senate she thanked CFE for assistance with awards this year. She reported that 2 new excellence awards were added this year in teaching innovation and creative activity. Current Senate will have its last meeting on April 25, 2014 and would like to consider recommending approval of Atmospheric Sciences. For future elections, the Senate will consider using Qualtrics.

Chris Markwood – The Provost has submitted an emergency request for 25 additional new faculty hires.

XI. Adjourn
On motion to adjourn by Bunny Forgione, seconded by Frank Lucido, the Provost’s Leadership Team meeting was adjourned at 11:45 a.m.

Submitted by Tiffany Hearne.