Provost’s Leadership Team
Meeting Minutes
Tuesday, November 19, 2013

Present: Richard Balkin, Ana Billeaux, Lauren Cifuentes, Bill Cone, Ann Degaish, Bunny Forgione, Mark Hartlaub, Carlos Huerta, Eve Layman, Frank Lucido, Paul Meyer, Gerardo Moreno, David Moury, Susan Murphy, Elwin Myers, Thomas Naehr, John Regalado, Jerry Scheerer, Marilyn Spencer

Absent: David Billeaux, LD Chen, Margaret Dechant, Chris Markwood, Larry McKinney, Bradley Shope, Christine Shupala, Terry Tatum

Note taker: Tiffany Hearne

I. Call to Order
Meeting was called to order at 10:04 a.m.

II. Approval of Amended Minutes
Motion was made to approve amended minutes of the Provost’s Leadership Team meeting held on October 15, 2013 by Marilyn Spencer and seconded by Gerardo Moreno. No changes were made. Minutes unanimously approved.

III. Retention Analysis
Jerry Scheerer made a presentation that provided insight into the data collected from a 5-year in depth analysis of retention. The information presented was based on individual cohorts, looking at first-time in college students, and was not based on major. Handout of the PowerPoint presentation was provided. Discussion followed.

IV. Faculty Workload Reporting
Paul Meyer announced that there would be a request for information made soon with a rather quick turnaround time. The colleges should expect to hear from Jerry Scheerer and Paul Meyer in order to review and update the current processes used for reporting faculty workload. An earlier deadline than was used in the past will be identified. UCCP will also be included. Paul Meyer requested that any copies of the previous reporting form be sent directly to him. Discussion followed.

V. International Initiatives
Paul Meyer reported that the university has been producing more Memorandums of Understanding (MOUs). The intended goals are to 1) gain more sponsored students from other countries (i.e. Iraq, Brazil, United Arab Emirates, Peru, Libya, and other South American countries) and 2) identify alternative ways to attract international students, potentially of higher quality (i.e. pathways, newsletters). He informed the group of an upcoming trip to Columbia and the possibility of developing a new MOU.

VI. Provost’s Comments
None.
VII. Roundtable

- Bill Cone: He announced that the Coastal Bend Business Innovation Center has completed remodeling and is looking for new clients. Referrals are welcome.
- Marilyn Spencer: Announced that two faculty forums would be held this week. One on November 19 at 1 p.m. in UC Oso Room and one on November 22 at 12:30 p.m. in CCH 118. Topics for discussion will include 1) Post-Tenure Review, 2) January-mester, and 3) office hours.
- Thomas Naehr: CGS is working on the graduate recruitment initiative. Announced they will begin purchasing student information. Applications are up 80%. Graduate Assistant handbook is in the final stages and they are working on revising scholarships.
- Lauren Cifuentes: Last week, 86 faculty members and 61 students participated in National Distance Learning Week. ODEL T has purchased new software, SoftChalk. Regarding the online certification program, SOAR and ELITE are providing $2500 in funding for graduate faculty members and the Provost is offering $1500 for those faculty members who complete the program. ODEL T is also working on closed captioning issues to make sure that videos being used are accessible.
- Susan Murphy: Reported CFE updates, on behalf of Bradley Shope. There will be a Community of Practice presentation on November 22 from 2-4 p.m. She announced that the First Year Student Presentations would be in the DWC Gym on December 4th and 5th from 9 a.m. to 4 p.m.
- Carlos Huerta: The FYLCP hosted the Annual National Learning Communities Conference on November 7-9.
- John Regalado: Questioned whether or not there is a systematic way to gauge course availability? Discussion followed and consensus was that the conversation could likely start with the Department Chairs.
- Richard Balkin: IDET met with C.C.I.S.D. to discuss training opportunities for teachers (Post-Baccalaureate resulting in certification or entry into the Master’s program).
- Ann Degaish: Reported that students are much more stressed this semester than ever before. She thanked all faculty and staff for their diligence in reporting issues.
- Bunny Forgione: The Doctor of Nursing Practice proposal was passed by Faculty Senate, the College of Graduate Studies, and the Board of Regents. The proposal is now headed to the Texas Higher Education Coordinating Board.
- Ana Billeaux: Announced that Dr. Mary Beth Davis is the new Coordinator for International Initiatives. Please send information to Dr. Davis and spread the word about her new role.

VIII. Adjourn
Meeting was adjourned at 11:38 a.m.

Submitted by Tiffany Hearne.