COAH Chairs Meeting
Wednesday, March 14, 2018
10:30 am-12:00 pm

In attendance: Shelly Elman (Theatre), Pauline Gagnon (Dean), Steve Goodson (History), Kevin Hibbard (Music), Elizabeth Kramer (Associate Dean), Robert Lane (Philosophy), Meg Pearson (English), Clint Samples (Associate Dean), Kevin Shunn (Art), Jeffrey Zamostny (Foreign Languages & Literatures)

Guests: Justin Barlow (Director of Admissions), John Brittian (Advisor), Joy Ginther (Advisor), Erin Layton (Associate Director of Admissions), Cynthia McGehee (Advisor), Rose Payne (Advisor), Melissa Tarrant (Advising Center Director), Tamija Tucker (Advisor)

The meeting was called to order at 10:33 am.

1. Approval of minutes from February 28 (MP via EH). The minutes were approved with one correction: Kevin Shunn is Chair of Art, not Music.

2a. Guests from Advising Center.
--Representatives from COAH introduced themselves to the visitors from the Advising Center.
--Elizabeth Kramer updated the group about changes to Summer orientation and Pack Premier for 2018.
  *--Chairs should provide updated program maps for AY 2018-2019 to Elizabeth Kramer by May 1, 2018. She will provide this information to Melissa Tarrant so that orientation folders can be prepared in advance of Summer orientations.
  *--Chairs may also send program sheets (for Art and Music) or other items for orientation folders to John Brittian.
--Instead of holding a session for new students with representatives from COAH during orientation, in 2018 students will meet with COAH advisors.
--If representatives from COAH still wish to be involved in orientation, there will be an opportunity for them to have breakfast with students on Day 2 (around 8:30-9 am) and during schedule creation.
--Pack Premier will now last for two days.
--The visitors from the Advising Center introduced themselves to the COAH representatives. A question and answer period ensued.
  --The Advising Center hopes to designate a single advisor for all Meta-Majors in COAH.
  --Some students have already enrolled in Summer 2018 orientations with an undecided/undeclared major. These students will now need to select a Meta-Major.
  --In the future, it would be ideal for students to receive information about Meta-Majors during the admissions process.
  --There needs to be a mechanism in place to encourage all Humanities Meta-Majors to take the Foreign Language placement exam during orientation. Foreign Languages & Literatures can contact these students in advance of orientation if a list of relevant students is provided.
--The COAH main office is currently looking into updating an Undergraduate COAH folder with information about the College’s offerings. This might be a good place for information regarding the COAH Meta-Majors, pending their approval.

--The visitors from the Advising Center exited the meeting.
2b. Guests from Admissions.

--The visitors from Admissions entered the meeting. Erin Layton is the new Associate Director of Admissions. Previously she was a Senior Admissions Representative for the Newnan campus.
--Dean Gagnon explained that COAH is looking for ways to partner with Admissions to boost recruitment numbers, particularly in light of the loss of e-tuition dollars.
--Representatives from COAH introduced themselves and explained how their departments and programs approach new student recruitment.
--Justin Barlow stated the Admissions has access to much information to which COAH does not currently have access.

*--COAH Chairs should contact Justin Barlow to gain access to an admissions dashboard that will allow Chairs to see information about accepted students who have declared a major in each Department/College. COAH Chairs should do this now to help improve current yield rates. Students can also use the dashboard starting in October 2018 to reach out to accepted students for AY 2019-2020.
--The yield rate of accepted students who enroll at UWG is currently around 55%. Justin Barlow wishes to improve this rate.
--Using information from the dashboard, Chairs or other departmental representatives (including student assistants) can send recruitment emails or make telephone calls to accepted students. There was a recommendation not to initiate contact via text message. Recruiters should be prepared to field a variety of questions (regarding housing, food, etc.) and to speak to parents and relatives.

--There was discussion of hiring charter buses to bring groups of prospective students to campus for COAH recruitment events.
--Admissions uses a grant to bring prospective Hispanic students to campus in this way.
--There is a desire to do something similar for prospective COAH students, including prospective COAH Meta-Majors. There was a suggestion to do this for COAH Preview Day.
--The cost of a charter bus from the metro Atlanta area is approximately $625-$650.
--Justin Barlow stated that he would commit $650 for a charter bus to bring prospective students to a COAH recruitment event in Fall 2018.

--There was additional discussion about communication between COAH and IB coordinators, guidance counselors (the new term is high school counselors), and high school teachers.
--High school counselors often need to be educated about innovative college recruitment strategies.
--Admissions already has an event that brings high school counselors to campus for a day, and is looking for ways to expand this event virtually.
--There was a suggestion that a similar event be created for high school teachers, a sort of Teacher Day.

--The guests from Admissions exited the meeting.

3. Associate Dean Updates. Due to time constraints, this item from the agenda was skipped.

4. Announcements by Dean Gagnon.

--The Dean announced that there will no longer be COAH offices in the Nursing building after this semester.
*--By the end of Spring 2018, Chairs need to work on alternative space arrangements to account for the loss of space in Nursing.
--Fall 2018 Chairs meetings will take place from 10 am-12 pm.

5. Handout on OneUSG. Dean Gagnon distributed an email from Rodney Byrd dated March 6, 2018. The final ADP timecard approval for bi-weekly and monthly employees is due on March 16, 2018. Dean Gagnon also distributed an email from Dan Lewis dated March 9, 2018, which indicates training resources for the transition to OneUSG Connect.

6. COAH Pie. Dean Gagnon distributed a handout indicating the distribution of COAH dollars in FY 18, as well as another handout indicating planned distributions for FY 19. The budget situation may have an impact on the rotation of departmental computers.

7. COAH Scorecard.
   --Dean Gagnon distributed the FY 17 and draft FY 18 COAH Scorecards, which she prepared with Elizabeth Kramer.
   --The measure for first-year retention is in the red across many units of the University, not just in COAH.
   --The measure for fundraising is in the red, but only because Dean Gagnon and Kety Cusick set ambitious goals. Fundraising is going well in COAH right now.
   --Chairs indicated that they were instructed during the Chairs Academy on March 9 to complete the scorecard using data from IEA.
   --There was a request to advocate with upper administrators against labeling the scorecard with the name of a particular individual (i.e., Gagnon Scorecard should be COAH Scorecard). Administrators have stated that the scorecard is not an evaluative instrument for individuals.

8. COAH Online Learning Subcommittee.
   --Dean Gagnon shared some history of the COAH Online Learning Subcommittee.
      --The Subcommittee initially focused on issues of training for instructors of online courses and on increasing the number of online courses in COAH.
      --The Subcommittee is now focusing on issues of consistency and quality of COAH’s online course offerings. For example, on March 13 the Subcommittee sponsored a Lunch-and-Learn concerning questions of accessibility and online courses.
   --Dean Gagnon distributed a set of questions for Chairs from the Subcommittee.
      *--Chairs should share these questions with their faculty and be ready to report feedback at the next Chairs meeting.

9. Theme Year Representatives. *English and Art should send the names of representatives to Dean Gagnon as soon as possible.

10. XIDS 2100: Pathways in HUM and ARTS.
    --Pending the approval of the COAH Meta-Majors, Elizabeth Kramer and Clint Samples will form a committee of individuals to work on XIDS 2100: Pathways in Arts and Humanities. It will include a faculty member in the Arts and another in the Humanities.
    *--By the next Chairs meeting, Chairs should forward the name of one person from each Department/Program who might be interested in serving on this committee. The person must be dedicated to interdisciplinarity.
    --The Dean will look into the possibility of offering a small stipend to committee members for course development during Summer 2018.
    --We do not need to offer this course until Spring 2019.
The meeting adjourned at 12:09 pm.

Minutes respectfully submitted by Jeffrey Zamostny