

Administrative Council Meeting
Monday, January 26, 2015, 9:00-11:00
Nursing 106

Agenda

1. Announcements and Information Sharing:

- Sandra Santiago – SGA President in attendance
 - New director of Continuing Ed to begin soon.
 - Newnan task force meeting on Thursday to discuss fall schedule
 - Scholarship workshop for study abroad scholarship applications
 - International Night will be February 4 in Campus Center ballroom
 - Aquarium room (Library 3rd floor) available to faculty on Friday afternoons
 - Standing Down: Veteran's Readings
 - COSS Veteran's Just Listening, ongoing program
 - Courageous Conversations had over 100 in attendance – will continue to meet
 - Denise Overfield began as Associate VP on January 2nd, faculty development grant to be re-established.
 - Roster verification issues – brainstorm with Student Affairs & IT
 - Calendar task force – barrier sub-committee set up for this. Need to set up next three years
 - A&P classes – bottleneck issues – what is the best path? Proposals being discussed.
2. **Summer school** – Target for this summer is the same number of credit hours as last summer. Classes offered above budgeted amount must have enough students to pay faculty member for course. Overage after faculty pay plus fringe will come to Academic Affairs (above last year's credit hours). Undergraduate and graduate hours should probably match. SAEM is working to get data from Degreeworks about specific summer courses needed by students. Will also provide a direct way to market to specific students.
3. **Course Fee & Professional Tuition Model** – Rigorous board policy caused some course fee requests to be denied – can't be used to pay for tutors, student salaries, etc. Conversations will begin early next fall – possible audit committee to look at requests – professional differential requests will need to be done earlier, as well
4. **SEM (Strategic Enrollment Management)** – A copy of the plan will be sent – About 20 strategies – Status report for fall semester will be included in the report. Two to three percent growth in traditional freshmen – Look to larger growth from adult learners, dual enrollment, retention
5. **Promotion & Tenure** – faculty senate language needs to be clarified about when a faculty member can go up – professional development requirements

needs to be quantified – widening the area – methods of using electronic formats for portfolios – e-portfolio, dvd, etc. – requirements for those in administrative appointments.

6. **Non-renewals** – language in letters will be tweaked saying recommendations are coming from the Dean of the college.
7. **Course evaluations** – these are scanned and returned one to two weeks later if turned in on time. If not turned in on time, they are scanned as they are received.
8. **SACS** - SACs annual meeting in December – reaffirmed but have recommendations to resolve within twelve months – still waiting on letter with specifics – Weave software purchased to assist with program learning outcomes – next LDI on February 13th next steps, actions items for strategic plan.
9. **QEP** - implementation committee – 32 members – lunch & learn sessions, so everyone will know what everyone else is doing – next one on Feb 3rd on rubric training – QEP is supposed to become part of the campus culture (students should be aware). Dr. Lingrell suggested this could worked into orientation so all will be aware. QEP courses are taught in the following core areas: A1 – ENGL 1101, 1102; B1 – all or any; C1 – all; D1 – labs; E3 – POLS 1101. At least one writing assignment is graded with the QEP rubric. A few iPads with the turnitin app were given away for testing purposes.
10. **New Personnel Evaluation Form and Merit Process** – Juanita Hicks discussed the new evaluation calendar for staff. Evaluations will be transitioned to a calendar year instead of a fiscal year. A cross-divisional committee is being formed to discuss the timeline and the actual evaluation tool – March will be the end of the current fiscal year period for merit, equity and retention. Evaluations will be based on activity from July 1, 2014 to March 14, 2015. Goals for the next evaluation period of March 15, 2015 to December 31, 2015 should be discussed. This process will be moving to an electronic format. Will be able to use the tool throughout the year – conversations back and forth between supervisor and employee.
11. **EAB** – all of the workbooks for the university were received on Thursday night. Workbooks for every college program, as well as one institution wide for undecided students – data rich environment. Academic resource benchmarking will occur – compare data with other universities.
12. **Budget Development exercise** - starting early to work on forms, data, etc for FY17.
13. **Regent's Teaching Excellence Awards** – timeline has changed – four recommendations to come from UWG.
14. **Civic Engagement** – study of learning, voting and engagement – Tufts University will study student voting data – need to know if UWG is not interested. If Dr. Jenks does not hear from faculty, we will be involved in the study.

