Members present: Carl Patton (presiding), Ahmed Abdelal, Paul Alberto, Cleon Arrington, Reid Christenberry, Tim Crimmins, Bill Decatur, Sam Deitz, Mary Finn, Janice Griffith, Sid Harris, Ron Henry, Hugh Hudson, Charlene Hurt, Susan Kelley, Libby Martinez, Bob McGinnis, Jim Scott, Carol Winkler,

Members absent: Roy Bahl, Fred Jacobs, Tom Lewis, John Marshall, John Newman, Carol Whitcomb

Others present: Carolyn Gard, Paula Stephan (for Dr. Bahl), Frances Stone, Edgar Torbert (secretary)

Minutes of September 2 were approved as distributed.

Dr. Patton observed these are good times for Georgia State in spite of the temporary enrollment drop due to semester conversion. He pointed out the quality of the entering class was up over previous years.

Mr. Christenberry introduced Carolyn Gard, the new director of University Educational Technology Services.

Dr. Patton reminded the Administrative Council of the University System dinner at the World Congress Center that evening celebrating the contributions of Governor Miller to public higher education in Georgia. Dr. Patton announced the intention of Governor Miller to have the Georgia Building Authority transfer the site of the Atlanta police headquarters and jail to Georgia State. Dr. Patton indicated the Board of Regents at its October meeting had agreed to the transfer of the property to the University System, but with stipulations regarding payment of demolition and clean-up costs by the state. The transfer will be considered by the Georgia Building Authority at a called meeting in October.

Dr. Patton called attention to a web site maintained by the Atlanta Regional Commission on Higher Education (ARCHE), which presents information on higher education issues from each of the candidates for governor and lieutenant governor. Dr. Patton explained that ARCHE was the successor to the University Center in Georgia.

Name Change for College of Business

Dr. Harris presented a proposed name change for the J. Mack Robinson College of Business Administration to the J. Mack Robinson College of Business. Dr. Harris indicated few college of business were still using the "administration" label. Hearing no opposition to the name change, Dr. Patton declared the consensus of the Administrative Council to recommend the change as proposed.

Budget & Enrollment Discussion

Dr. Patton introduced discussion of the budget and enrollment situation arising from semester conversion. He cautioned that the issue must be considered in combination with mandated redirection over a period of two years, rather than only for Fiscal Year 1999.

Dr. Henry distributed a table, "Review of Budget Considerations, Fiscal Years 1999-2000", prepared by Jerry Rackliffe for a meeting of FACP the previous week. Dr. Henry voiced optimism the revenue shortfall in Fiscal Year 1999 could be covered as detailed in the table, without reducing operating...
budgets of the colleges and vice presidential areas. He added that successful efforts to increase enrollments for the spring semester could result in a lessening of the impact on instructional technology, Quality Improvement, and contingency funds now targeted to cover the shortfall.

Dr. Hudson noted the 25% enrollment ($2M) shortfall projected for summer semester 1999, and asked if plans were being developed to address this problem. Dr. Henry noted efforts underway in the colleges, and invited the deans to comment on specifics.

Dr. Deitz responded that the College of Education was working to address its enrollment shortfall starting with the spring semester 1999. He cited class schedule adjustments, use of mini-semester, changes in class enrollment limits, additional sections of high-demand classes, advertisements in newspapers, posters in every school in metropolitan Atlanta, a single telephone number "hotline" to answer questions for prospective enrollees, and changes of admission deadlines as examples of things being done by the College of Education. He cautioned that even with these efforts, and unusually large graduating class in December would have a negative impact. Dr. Patton added that the graduating class was so large university-wide that two commencement ceremonies would be necessary for December. Dr. Harris responded that the College of Business would be making efforts similar to those of the College of Education to increase its enrollments.

Dr. Abdelal stated the College of Arts and Sciences would be focusing its efforts on freshmen. He acknowledged weakness in advisement heretofore, and indicated efforts in process to get faculty more involved in advising majors so that the advisement office could concentrate more on lower division students. Dr. Abdelal announced initiation of a walk-in advisement at any time and extension of advisement office hours to 8:00 or 9:00 p.m. to serve evening students. He emphasized dual objectives to be more helpful and more accessible. Dr. Abdelal also noted increased advisement efforts the departments with primary responsibilities there for 300-level and transfer advisement. He pointed out the need to provide prospective transfer students with more information up front about course transfers in order to compete with competitor institutions. Dr. Abdelal also reported cooperation with the admissions office to make telephone calls from the departments to prospective students to encourage them to enroll at Georgia State. He again emphasized the more activist approach. Dr. Abdelal pointed to other efforts under development such as "learning communities" for pre-med and environmental science students which would bring co-hort student group and faculty mentors together.

Dr. Stephan commented on the need for central academic advisement for undeclared majors which would explore options across colleges in a very friendly environment. Dr. Henry responded that this was one of the issues which Yezdi Bhada would be addressing as associate provost. Dr. Scott asked if the central advisement office would be in place by fall semester 1999. Dr. Henry responded that spring semester 1999 was the target for at least a start-up version.

Dr. Deitz reported faculty had visited Georgia Perimeter College to distribute brochures and encourage students to transfer to Georgia State. He noted a common complaint among those students that Georgia State was the only institution which did not have a person answering the telephone in the admissions office. Dr. Scott responded that the volume of calls was the problem, and that the admissions office was working with ISAT to improve the technology. Dr. Patton asked how Georgia State compared with other institutions in the number of applications. Dr. Scott replied that Georgia State had more than any other institution in Georgia with the exception of the University of Georgia and Georgia Tech. Dr. Patton noted the large number of applications received by Georgia State as the "second choice" institution. Dr. Scott added that as word spreads that Georgia State does not accept Learning Support Program students this would also impact the number of applications.

Dr. Griffith cited complaints among law students about financial aid and her understanding that processing of applications was largely manual. Mr. Christenberry responded that implementation of a new Student Information System (SIS) had been delayed until after installation of the financial and human resources software packages. Dr. Decatur explained timing issues which had dictated the order
of implementation including Y2K considerations, University System selection of the PeopleSoft product for financial and human resources, concern about University System selection of the Banner product for SIS, and the relative states of the "home-grown" software packages for SIS versus financial and human resources. Dr. McGinnis expressed great dissatisfaction with the Banner product installed for development. Dr. Scott responded to these comments that reviews of financial aid processes, publications, etc. were underway, but financial aid was extremely complex, and software was not the only issue. Dr. Patton stated a major problem was that students do not get their applications in on time. Dr. Scott added that all applications received on time were processed prior to start of the fall semester. He noted the problem of 1,000 applications received after August 1 and 800 after September 1. Dr. Scott announced financial aid workshops would be offered for persons working with students outside the financial aid office in order to increase awareness of financial aid opportunities, rules, deadlines, etc.

Dr. Winkler suggested screening of applicants not qualified for admission prior to sending manes of prospective students to departments for telephone calls. Dr. Abdelal noted the challenge to be more effective at recruiting students while instituting higher admission standards. He cited large number of applications not completed although SAT scores were received, and the use of letters to these prospects to encourage them to complete their applications. Dr. Abdelal commended the use of e-mail to contact student services offices and other departments.

Dr. Crimmins reported institutional research is looking at the decline in the average number of credit hours taken. He noted the need to think about course-taking behaviors, such as opportunities to offer course packages to allow students to take three courses on two evenings. Dr. Patton recalled student complaints about number of times they have to come to the campus. He added that many students seem resigned to taking more courses. Dr. Abdelal observed problem with some faculty requiring students to cover same course content for three-hour semester course as for five-hour quarter course. Dr. Alberto responded that for some graduates programs the course content issue raised by Dr. Abdelal was unavoidable because of licensure requirements.

Ms. Martinez reiterated concerns among graduate students about the number of evenings away from their families. She also noted the importance of better advisement for undergraduate students given their lack of a "big picture" mentality for seeing time to completion. She summarized that customer service is the key. Dr. Stephan added that it is important to keep in mind the various segments of the student body, including those who work full-time as well as the growing group of traditional students. She noted that the healthy economy also contributed to the difficulty of building enrollments.

Mr. Christenberry pointed out some institutions are using a combination of classtime and webtime to deliver instruction. Dr. Patton reiterated the need to look at class starting times in the late afternoon, noting that even a fifteen-minute difference can have an impact.

Dr. Henry cited progress toward meeting the 2001 admission requirements. He pointed out the number of students meeting the new standards had risen from 500 to 1,081 over five years, and the percentage from 37% to 67%. He added that this upward trend had been accomplished without sacrificing racial composition of the student body with African Americans increasing from 19% to 27%.

Dr. Patton reported unreleased data from the Board of Regents showed enrollment (credit hour) declines at nearly all institutions in the University System, including those which had previously indicated headcounts were stable. He expressed hope this would facilitate efforts to get relief from the Board of Regents in dealing with revenue shortfalls Dr. Deitz asked for copies of this data when released.

Announcements

Dr. Abdelal announced grants to enable CHARA to add a sixth telescope to the array at Mount Wilson, California.
Dr. McGinnis thanked the deans for information provided for the case statements for the capital campaign.

Dr. Henry announced appointment of John Hicks as assistant to the provost for international programs.