Planning & Development Committee  
December 12th, 2005 


Absent: Sarah Baska, Al Baumstark, Michael Binford, Greg Brack, Cathy Brack, Janet Burns, Joan Carson, Timothy Crimmins, Julian Diaz, James Emshoff, Josh Evans, John Hicks, Charlene S. Hurt, H. Richard Miller, Yi Pan, Marcia Pearl, Bruce Seaman, Greg Streib, Vijay K. Vaishnavi, Maryann Wysor. 

Attending: Elizabeth Jones, Harvey Shumpert 

The Agenda for the meeting was as follows: 

1. Approval of Minutes 11/14/05 
2. The 2006 Action Plan (Provost) - Draft 6 and the Dashboard Indicators 
3. ASUR Reports 
4. Subcommittee Reports 
5. Other Issues 

Agenda Item #1 - Approval of the 11/14/05 minutes - Phang Tai called the meeting to order at apx. 1:00pm. On the last page of the minutes (2nd to the last paragraph) the word signage was changed to streetscaping. The minutes were motioned in and approved. 

Agenda Item #2 - The 2006 Action Plan - Ron Henry began the discussion, reminding the group that the Action Plan Committee was a subcommittee of P&D that met 3 times a semester & included members from the major university senate committees and 4 members from P&D. He discussed the subcommittee’s mission & updated the group on the subcommittee’s most recent meeting. Specific attention was given to: 

• GRA initiatives and connection to the business community 
• 2.1 Retention of Students (Ron mentioned the change in the structure of the document, noting that tables (dashboard indicators) will now appear separately (after the body of the document) instead of individually throughout the document 
• 2.2 & 3.2.2 Undergraduate Experience 
• 2.4 Academic Programs & Faculty - (Annual Reports were referenced for this feedback) 
• 3.1 Context for Budget Discussions & Initiatives (the wording in reference to tables 22-26) 

The committee motioned in & accepted the report with the additions/updates/changes discussed: the breakdown of minorities throughout tables some tables in the Dashboard Legend; correcting the ranking of the Comp. Info. Systems Dept.; making reference to the graduation of tuition fees for students who take less than 6 hours per semester; the implementation of a limitation of “W” grades and the completion of “Area A” within the 1st two semesters; showcasing more accomplishments (partnerships with businesses, etc.); changing the words “unwelcome Netware” to “Malware” on pg 8, 3rd to the last sentence; and Frank Whittington suggested to add in a reference regarding Grants from Private Sources. Ron agreed and mentioned he would make reference toward this somewhere under the section of Infrastructure. Afterwards, the committee then moved on to the next item on the agenda.
**Agenda Item #3 - ASUR Report for the University Advisement Units** - Siva Nathan headed the discussion. He mentioned that this report was the last of the ASUR reports for the 2004/5 year. He also explained the uniqueness of the report in that it covered the Advisement functions for the University in seven parts.

- University Undergraduate Advisement Units ACROSS THE UNIVERSITY
- Student Advisement Center, a Subunit of the Assoc. Provost for Undergraduate Studies
- Office of Academic Assistance, College of Arts & Sciences
- Office of Academic Assistance, J. Mack Robinson College of Business
- Office of Academic Assistance and Graduate Admissions, College of Education
- Office of Academic Assistance, College of Health and Human Sciences
- Office of Academic Assistance, Andrew Young School of Policy Studies

*Student Advisement ACROSS THE UNIVERSITY* - Siva first went over ASUR’s recommendation for advisement services throughout the University saying that because each unit was independent, there should be 1 mission statement for all to follow. He also mentioned that it was clear that these offices were highly involved in growth retention, and that, “...those folks actually advising should be prepared because recommendations are coming.”

*Student Advisement Center, a Subunit of the Assoc. Provost for Undergrad. Studies* - “The mission statement was too vague and put too much burden on the Associate Director. It should also mention that their services are only for students with less than 4 credit hours.” ASUR’s recommendations were as follows: Rewrite the mission statement clearly identifying the subset of students served by the unit. Develop Key Indicators. Measure goals and objectives through assessment instruments. Reorganize the office structure to relieve undue burden on the Associate Director. Request additional funding for staff development and for promotion of the Major Fair.

*Office of Academic Assistance, College of Arts & Sciences* - "Nothing major was sited here, everything is pretty much straightforward in this area."

*Office of Academic Assistance, J. Mack Robinson College of Business* - There was concern that this section was ranked low by students in comparison to other institutions, but it was noted that questions in their survey might have been unclear and also that this office was going through a MAJOR change in staff when the survey was taken.

*Office of Academic Assistance and Graduate Admissions, College of Education* - This area wanted to invest in a phone system to pre-answer basic incoming questions. ASUR suggested that a WEBSITE was a much better route to go and a much better use of technology.

*Office of Academic Assistance, College of Health and Human Sciences* - Siva mentioned this was a unique area because it had an additional admission’s process: this section not only advised the GSU community, but also the outside exploratory community due to the Nursing Program. ASUR’s recommendation in regards to this was as follows: The unit needs to address the issue of providing services to students who are not majors in the College. If the unit wishes to continue providing these services, it should request additional resources. If the unit does not wish to continue providing these services, it should explore the possibility of an alternative unit (e.g., Student Advisement Center) that can provide these services. **George Rainbolt** - "This unit may be hurt by not having enough resources. We may want to look at the way we admit nursing student to help retention."

*Office of Academic Assistance, Andrew Young School of Policy Studies* - Siva mentioned that the survey of students from the Economics Dept. in this area was extremely impressive and mentioned to P&D that it would be a good survey to follow for those who needed one. He briefly made note of feedback reporting students’ lack of confidence in their subject matter within this department & pointed out recommendation #7: The unit’s action plan should include strategies for managing the expected change in the dynamics of the students resulting from the approval and initiation of the B.S. with a major in Urban Policy Studies.
Frank Whittington & Carol Winkler - discussed that EFT numbers were not reported from each unit and that there should be more uniformity to help compare the units. Also that there wasn’t any rationale in the system of units compared to the number of students each unit handled.

After a brief recap on what was discussed the committee motioned in & accepted the 7 ASUR reports.

**Agenda Items 4 & 5 - Subcommittee Reports & Other Issues**

Fire Safety Committee, MaryJane Casto - She mentioned they were currently in the middle of handling the removal and/or storage of surplused items (especially large un-movable items). She said they were looking into an off-site storage facility. Lastly, she mentioned that they were looking at revamping the fire safety policies & procedures implemented in 2000 along with the EPAC committee. Lastly they were looking toward Homeland Security for proper methods of posting evacuation maps around campus.

MRRV, Harvey Shumpert - *"We’ve received the priorities list and are working on getting the list out to the units. Currently we’re #7 on the list, but we’ve narrowed the PM down to 3 groups. Lastly, he announced the Science Park Project planned to advertise for an architect in January and that the Student Dorms on Piedmont/Ellis Streets were all "on track."*

There were no other updates from subcommittee groups, and the meeting adjourned at apx. 2:05pm.

Respectfully Submitted,

Lydia K. Woltz, Admin. Coordinator