I. Minutes of 08/15/01 were approved without corrections. Ron Colarusso asked that copies of Ed Cornelius’ presentation of 08/15 forwarded to the members.

II. Crisis Plan
Valerie Fennell indicated most departments don’t currently have crisis response plans in place. She noted the University Crisis Management Plan, originated at the time of the Olympics, but training has not been completed to put this plan into action. The university crisis plan calls for local departmental plans to be in place. She noted that most plans in place call for the campus police force to co-lead. She proposed that local plans should also be available in a centralized area. She presented the group with copies of the University Crisis Management Plan, plans instituted by the Study Abroad Program, as well as examples of plans used by Student Services in case of student death.

The Ombuds Office recommends that local departments develop such plans, the university aids in financial needs of such planning, and centralized access to these plans be organized. Ron Colarusso noted that when he served on committees involved with ADA concerns, such plans were indeed lacking. He emphasized that expert advice may be necessary to aid the development of such plans. Sid Harris as chair noted that crisis planning should be considered as a separate issue.

Ron Henry suggested the university may need to do a good deal of the work on developing local building plans, especially with problems involving disabled students. Tim Crimmins suggested that the office environment may need to be considered as a separate issue. An example concerning student illness and problems accessing them on the campus.

III. Enrollment Management Strategic Plan
Sid Harris presented information regarding enrollment management. He noted enrollment is growing in higher education and that planning must be done in order to adequately predict enrollment and therefore, the necessary resources. He encouraged faculty to be involved in the process of enrollment management. He described his efforts to forecast enrollment and noted that methods of estimating enrollment fell short of adequately predicting enrollment and therefore, the necessary resources. He encouraged faculty to be involved in the process of enrollment management.

Charles Hurt indicated such planning should consider the impact of enrollment on academic services. Ron Henry indicated that the committees established to examine enrollment management plans, one group will examine undergraduate concerns and another will look at graduate considerations. A third committee will function at the university level. He stressed planning for increasing the quality of programs considering issues such as international students, private institution competition, and the economy.

Charles Louis suggested that data need to be gathered in order to begin these processes. Bill Fritz commented establishing central goals would aid academic processing areas. Ron Colarusso asked that some general questions be generated and distributed throughout the university to begin thinking in this area.

IV. Enrollment
Bill Fritz presented current enrollment levels for Fall 2001. After fee reconciliation, 25,446 students are enrolled. Retention rates are lower this year. Students registered for 269,000 credit hours, with paid equivalent hours at approximately 265,000 hours. He expects that enrollment for Spring 2002 may exceed our current projections. Measures of diversity remain stable, despite changing entrance requirements. FACP will consider removing some of the budgetary “holds” placed due to the increases in enrollment.

V. Printed Schedule of Classes
Bill Fritz described that under Banner, printed schedules are not necessary. He suggested modest numbers of smaller hard copy publications would be produced, such as “Cheat sheets” explaining the registration procedures and the list of courses being offered.
registration process, the current schedule of courses would be provided and accessible on-line as needed. Similar faculty publications are also being considered. Roy Bahl asked if input from individual college/school directors of academic assistance has been secured. Susan Kelley explained her school was supportive of this proposal, but questioned the timing with the advent of the Banner implementation.

VI. Associate Provost Responsibilities
Bill Fritz will be responsible for undergraduate concerns as well as enrollment areas. Structures for the positions for associate provosts in the areas of program assessment, the coordination for faculty teaching and learning, the faculty concerns and responsibilities still need to be determined. Susan Kelley noted if three associate provosts were considered, an opportunity for greater diversity might be created. Sid Harris suggested the position concerning assessment might be structured to accommodate a director rather than an associate provost.

VII. Faculty Sick Leave Policy
Tim Crimmins commented a draft of guidelines for reporting faculty sick leave will be distributed. This draft will be considered at the Academic Affairs level.

Next meeting: Wednesday, September 12, 9:00 – 11:00am, Room 200 Student Center, Golden Key Board Room.

Submitted by Lisa Beck 08/29/01