MINUTES OF DEANS’ GROUP, AUGUST 11, 2003

Attendees: Ron Henry, Chair
Adamson, Casto, Colarusso, Fritz, Griffith, Harris, Hurt, Kelley, M. Moore, R. Moore

1. The minutes of the July 16 meeting were approved.

2. Casto advised of the availability of a new anti-plagiarism software service that will run an originality report on student papers to match and highlight copied work. A password for access to the service would be available to faculty or administrators of the program, or faculty could choose to give the password to the class. Allowing students access to the service may encourage them to do better work and to be aware of mis-cited information. The decision on password access and student participation in the service will be left to departments. Faculty will have the capability of bulk uploading papers to the service. IS&T would like to pilot the service with a college this term to determine the best way to manage the software. Casto also updated on the Blaster Worm. She advised that IS&T is working with college IT personnel to assist with faculty computer clean up, and that students will be required to go through a process to make sure their machines are not infected and will be required to install software that will automatically updates virus patches.

3. Establishment of a calendar for major college events. Due to conflicts with major college events during the year, Harris requested more coordination and communication between colleges when scheduling major events. He proposed a dedicated calendar on which once confirmed, major events would be placed. This process would limit conflicts for administrators for more community participation, and help to resolve space limitations and restrictions that occur when major events overlap. Colleges would scan the calendar in advance of scheduling a major event, block dates on the calendar for a specified time until confirmed, then proxy the event to the master calendar. Requiring that someone have authority over the master calendar, Henry proposed that Erin Erskine, University Special Events Coordinator, be assigned the responsibility.

4. Budget - Henry: Informed that there was no official word on the budget, but that it is a certainty that there will be an additional 2-1/2% cut this year, and a 5% cut next year. He further advised that a 2-1/2% cut this year would be $4.2M, the budget of which $2.2M would come from money held over for next year and that the university could handle the other $2.1. He noted that: the enrollment picture is not good for fall ’03 and that summer enrollment was also down translating to a $150K revenue shortfall. He cautioned the colleges against spending operating procedure money carried over, and advised withholding 1% of budgets as a precaution. He apprised of discussion on roll over next year of the June payroll into July that would not have an effect this year ’04, but would short revenues next year ’05 and of an OPB request of the System for a 1% withholding next year.

5. Enrollment handout – Fritz: Restated that enrollment was flat from last year and that after 3-4 yrs. of explosive growth was not sustainable without more resources, steps were taken to slow growth. Advised of a Spring 2.5 GPA cut-off. Factors that helped slow growth were the economy, the 15% tuition increase, and the fact that Georgia State’s tuition is now more costly than Perimeter, a fee differential that slowed the number of student transfers. Also a factor was the late registration from 8/18 to 8/15, although the grace period on late fees was later extended. He informed of an increase in average SAT scores this year and an increase in the Freshman Index. A further step taken to slow growth was the 3-month earlier application cut-off. Applications received beyond the deadline were returned thereby decreasing applicant numbers. Questioned on whether a survey of students who were accepted but elected to go elsewhere would be worth looking into, he informed that students are not surveyed, but some complaints heard about were that printed catalogs and schedules were not available and that students wanted to register without going through a long incept. He reported that it has been shown that students who go through the program are more successful students, and that the incept survey has been used to tweak the program. He also noted that Inceptors have hard copies of the catalog to which students can refer.

RJH: what are your thoughts on requiring incept for all incoming students?
Kelley: we have 1-day orientation versus the usual 2. We feel we are already accommodating the students, there are 2 orientations offered. It was noted that many international graduate students have had trouble getting visa entry into the country so have not been able to register.

Harris: our computer areas have been hit by the downturn in the job market. Part-time students are also down, but still less costly to us.

B. Moore: AYSPS is not participating in perspectives 1010 this year.
Fritz: Freshmen learning communities are going well. All studies have shown that students who join have a better sense of community and stay with their programs. Learning communities are marketed to parents at Incept. Of African-Ameri...
males enrolled the GPA was up over 1.0 for those who took freshmen learning communities. It costs us money up froi saves money on retention – we have seen a 5% savings based on the 1st semester only. The first 6-7 weeks are wher students are most vulnerable to dropping-out.

6. Henry - Areas of Focus issues: defining a core; defining areas of focus to devote dollars; defining a stop offering/dc
With a budget of $270M, are we spending it in the right way? What do we define as core courses of the university? If is freed up, what do we want to invest in?

Adamson: this document should go through the Senate.

B. Moore: how will decisions be evaluated once proposals are made?

RJH: the Strategic Planning Subcommittee, the Deans’ Group, maybe FACP will evaluate the proposals. There will be : potentially serious budget restructuring. The deans will be asked what their core programs are. The Chancellor is und pressure from the Governor and OPB to rank universities, and to list programs by rank order, then sub-rank.

B. Moore: AYSPS was requested by the System to complete an evaluation questionnaire on Centers & Institutes.

RJH: The USG has 91 different programs that are being evaluated by 8/21 for the '05 budget, to be submitted 9/25. The Governor's office is looking at activities by functional areas. We will talk at the retreat about core programs and interdisciplinary/inter-departmental collaboration.

Colarusso: there has to be a clear definition of what we mean by core, for colleges to justify what is core.

Adamson: I am concerned about the process but not the project. If this is a redirection effort, identifying areas of ex as a first step could cause a lot of dissection. The 1st step should be to identity our core programs, the 2nd step should stop do list.

RJH: from a timeline standpoint, the Strategic Plan subcommittee won't be set up until late September. We will delay areas of focus process until then and can discuss other pieces of the project at the retreat. We first need to have a fir of where money is being spent.

M. Moore: Our core functions and activities, and the financial system, are built on different structures. We associate $ programs and students, but between where we are and what we want to be doing, there are a lot of hidden $'s. Accountability and assessment will be a challenge.

Harris: Also, over the last 5 years there has been college or university level expansion of staffing and dollar numbers.

RJH: We have to make sure we are comparing the right entities. Some programs have come and gone over that period.

Harris: RCB was in an expansion cycle but the last 2-3 years with the loss of credit hours, we have had to back off.

RJH: When you look at staffing, you have to look at time spent on functions and need. We still have to look at these patterns, dollars and priorities.

M. Moore: Goals and outcomes are identified in academic program review processes, but how can we measure function what they are, their need and whether they been accomplished.

Harris: It will be difficult to measure whereas core vs. non-core will evolve from an enrollment and quality perspective Colarusso: We have to have accurate data on which to base decisions.

Fritz: Graduate enrollment – handout attached. Looking at degrees awarded we are more like the urban university vs more traditional university, while UGA is more like the traditional university.

Harris: If you were to run the analysis excluding the business school it would make us look more like other traditional schools.

Fritz: Not if you look at the ratio of undergraduate to graduate programs in traditional vs. urban.

RJH: Our core is in undergraduate and masters programs.

Adamson: Are we producing the numbers in our doctoral programs to be a classified a research institution?