Deans' Group Minutes 8/23/06

In Attendance: Lauren Adamson, JL Albert, Roy Bahl, Joan Carson, Ron Colarusso, Bill Fritz, Charlene Hurt, Steve Kaminshine, Fenwick Huss, Susan Kelley, Robin Morris. Ron Henry, Chair

Approval of Minutes
The minutes of August 9 were approved.

Fall enrollment
Bill Fritz distributed a handout on enrollment. Bill Fritz commented that enrollment numbers have picked up with 20,000-30,000 credit hours being added a day. Bill Fritz mentioned that focus will be given to new students to help them better understand financial aid and the HOPE scholarship. Ron Henry reported that the credit hours should end up being 303,000-305,000 for fall semester.

Bill Fritz mentioned that the One Stop Shop and the Cashier's Office were open on Sundays in order to give students the chance to come to campus to get assistance and pay their tuition. Bill added that good feedback was received from students on having these offices open on the weekends. There are plans to continue the weekend openings at selected times in the future.

Bill Fritz reported that recruitment of freshmen is good but only 1/2 as many transfer freshmen than last year. Bill Fritz mentioned that tracking students from initial contact in their application process will be a focus in the coming year. Bill Fritz added that many applicants stop the application process once they have been accepted at another institution. The number of transfer students participating in Incept has increased significantly this year. Ron Henry mentioned electronic Incept for transfer students is being planned.

The deans discussed ways to improve enrollment and improve the application process. Bill Fritz mentioned that students are contacted late in the application process when missing information is needed. Fenwick Huss mentioned focusing on the first point of contact with an applicant and following them through the process. Ron Henry commented that FACP plans to look at the undergraduate and graduate application process to get a better idea of the steps involved in order to improve efficiency.

The deans commented that partnering with Georgia State alumni to visit high schools in the state would be a good way to highlight the university and to discuss their career development and educational experience while attending Georgia State. Roy Bahl suggested using faculty for student recruitment and having the Provost develop recruitment expectations in the departments. The deans mentioned holding seminars and mixers at local venues with area professionals for recruitment purposes.

Administrative time of researchers
Robin Morris reported on the amount of time faculty spend on paperwork and processes for their grants. The Research Office has noticed a drop in dollars brought in this year for grants which may in part be due to the increase in administrative duties by faculty. Robin Morris added that the administrative load is becoming too large and faculty may be cutting back on the number of grants they are applying for.

Robin Morris commented that there is no easy path to address this issue. Robin Morris did mention course load reduction and indirect cost recovery be used for administrative support on grants. Lauren Adamson commented that the Principal Investigator on a grant has to know what is going on even with good administrative staff. Robin Morris added that regulations on grants are complex and some work cannot be delegated to staff. Robin Morris added that the Principal Investigator has to be aware of the regulations.

Ron Colarusso commented that faculty in the College of Education have complained about the lag time in the budget system that shows expenses charged against a grant. Ron Colarusso added that a shadow budget helps faculty keep a more up-to-date track of their grant expenses. Ron Colarusso commented that faculty have expressed frustration with the Spectrum System and Human Resources on personnel matters.

Ron Henry mentioned that he will plan to add Jerry Rackliffe and Linda Nelson to the agenda for an upcoming Deans' Group meeting to discuss issues with Spectrum and Human Resources.

SACS graduate degree minimum # hours
Joan Carson mentioned that the new system for faculty to input their data for the annual report will go live in October 2006. Joan added that the system is currently being tested by faculty members to input data into the system using the various modules.
Joan Carson reported that the data from the new system will be used for evidence in the SACS Compliance Report. The data will be warehoused so that reports can be written. Joan Carson mentioned that some of the data in the new system will already be loaded such as teaching loads. The workflow of the data will go from the faculty to the department chairs for review before sending on to the Dean's Office. Joan Carson added that this is Phase I of the system implementation.

Joan Carson turned the discussion to the handout on the Summary of SACS-Relevant Degree Policies and Requirements. The handout shows the hours needed for meeting the degree requirements for each college which vary for Master's and PhD programs.

The deans discussed the information on the handout and recommended a minimum of 27 hours for a Master's degree and a minimum of 30 hours for a PhD. The recommendation will need to go through Graduate Council for approval. The deans requested time to speak with their department chairs on the recommendation and send feedback to Joan Carson from those discussions.

**Use of GRA terminology for non-research assistants**
Ron Henry commented that different terminology should be used for graduate students who are not conducting research as part of their GRA stipend. The deans suggested using the term Graduate Administrative Assistant for these graduate students.

**Area A completion requirement - update**
Ron Henry reported that the Subcommittee of the Admissions and Standards Committee has concluded that it is not practical to implement the Area A completion requirement.

Ron Henry commented that the college academic assistance staff can counsel students on completing the Area A requirements in a timelier manner. Bill Fritz added that completion of the Area A requirement can be emphasized during the Incept sessions.

**Doctoral initiation ceremony**
Ron Henry mentioned the idea of holding an induction ceremony for students beginning their doctoral dissertation program. The induction ceremony would highlight the milestone in their studies. Ron Henry added that the ceremony would be university-wide and held on a weekday.

Ron Colarusso commented that the chairs in the College of Education would be interested in this ceremony. Fenwick Huss suggested having a wine reception and maybe having the ceremony as graduate students are beginning to defend their dissertation.

There being no further business, the meeting adjourned.

Next meeting: Wednesday, September 13, 2006, 9:30-11:30 a.m., Golden Key Board Room 2nd Floor Student Center.