In Attendance: William Nelson (in for Lauren Adamson), J L Albert, Robert Moore (in for Jim Alm), Mary Finn, Bill Fritz, Fenwick Huss, Charlene Hurt, Steve Kaminshine, Randy Kamphaus, Susan Kelley, Robin Morris, Bob Sattelmeyer, Ron Henry, Chair

Visitors: Doug Podoll, Kirsten Soriano

Approval of Minutes:
The minutes of December 12, 2007 were approved.

Commencement in the Georgia Dome
Georgia State held its first commencement in the Georgia Dome. Overall the ceremony turned out to be a great university celebration. Kirsten Soriano, commencement coordinator, reported 240 faculty members, a little over 1,500 graduates, and an estimated 10,600 guests present. Attendance is expected to be higher for both graduates and guests in the spring semester. The production of the program has moved to the Office of University Relations and the Registrar’s office will continue to provide graduation information. There will not be a rehearsal preceding the ceremony this semester. Faculty arrival time will be adjusted closer to the start of the ceremony. There will be clearer communication regarding arrival time and shuttle services for faculty and volunteers. Faculty members will be able to RSVP online this semester. The commencement committee will consider providing a video monitor for faculty members who were unable to see onto the stage during the ceremony. The platform party will recess first before students and faculty. Faculty and students will recess at the same time. Deans will no longer have to shake hands with graduates; the scrolls instead will be placed on each of the graduates’ seats. The commencement committee is considering placing video footage of the ceremony online. Kirsten opened the floor for further comments and recommendations.

Due to grammatical and content errors in this year’s commencement program, Deans requested that they receive their college descriptions to proof-read as well. Deans would also like to receive a report of attendance for their faculty members. The commencement committee will look into the sound system for the upper deck seating area which was described as being very poor. There were reports of problems getting out of the parking decks with apparently only 1-2 gates open- the committee will look into having more exit gates accessible. The committee will also brainstorm ideas for a new VIP seating area, and finally, the committee will look into having a courtesy suite available for early arrivals (faculty, graduates, family, etc)

Labor Certificates
Doug Podoll, Director of International Student Services, passed out a policy statement regarding sponsorship for U.S. lawful permanent residents approved by the administrative council. There is a discussion to move to a more central model in regards to labor certificates; however there is the possibility of there being a negative impact on individual colleges. All labor certificates are subject to audit and in order to reduce risk to the university, colleges and other units will be required to use the services of the International Student and Scholar Services office for all immigration services for international scholars. Faculty and staff are not authorized to sign off on any documents related to immigration visa status, including petitions, on behalf of the University. And a more notable change to the labor certification process is that no candidate for ‘Lawful Permanent Residence’ through the process of labor certification will be allowed to pay any costs relating to their labor certification. Instead, the fees will be paid by the University. However, succeeding steps in the Green card process will still be supported by the employee.

Enrollment Update
We have about 26,000 students enrolled this semester and a little over 305,000 credit hours, the largest we’ve produced in any spring semester. The numbers are expected to climb. Transfer student numbers are flat this semester. Freshman enrollment targets for the fall 2008 semester are being met; we’ve received 4,416
applications, up 22%, and have accepted close 35% of our target enrollment. We anticipate accepting 50% of our target goal by the end of January. The mega one stop shop is performing well.

**Electronic Files/ Document Management**
The imaging document center has changed its name to the document management center (DMC). This is due in part to the center’s workload - it’s estimated that only 2-5% of the centers’ workload is spent on imaging/scanning. The center has improved workflow/production and is now ready to expand. The center receives over 1 million documents ranging from transcripts, financial aid documents, admissions documents, etc. The center would like to be the central location for document management in the university. The center has experience in great turnaround, typically 24- 72 hours of receipt. If there are colleges and units experiencing logistical issues with transferring their resources over to the DMC, the center is more than willing to help train their staff.

**Teaching of GSU 1010 & PERS 2001/2002**
Bill Fritz has explained that there are concerns over the erosion of tenure/tenure-track faculty members teaching the GSU 1010 & intro level Perspective courses. Originally, these courses were taught only by tenure/tenure track faculty members, but the numbers have decreased and currently 30% of the courses are taught by these faculty members, which overall is still a good number. Both the departments and the freshman learning community (FLC) committee approve a faculty member’s application to teach a GSU 1010 course. However, the Senate would like oversight over these courses. The FLC committee would still like to have supervision over the scheduling and teaching assignment for these courses. A discussion will be held at the next CAP meeting.

**P & T feedback**
Ron Henry has expressed satisfaction with the level of letter writing for the promotions and tenure received. There were few negative comments and he will make his recommendations to the President by the required deadline. Dr. Henry would still like to receive better documentation on the effectiveness of student learning.

**Any other business**
The Board of Regents has required all institutions to run background checks on all faculty hires before an offer is made. The University Senate passed the policy on December 6, and the Legal Affairs office will notify academic departments of the new policy. There is discussion in the Senate to have background checks mentioned in ads, though it is not required. Hiring groups are required to notify candidates of the background checks, but the human resources department will initiate them. An offer to any faculty member hired after December 6, 2007 will be contingent upon obtaining a satisfactory background check.

Next Meeting: January 23, 2008 from 9:30 – 11:30 a.m. in Golden Key Boardroom, 2nd floor Student Center.