In Attendance: Lauren Adamson, J L Albert, Robert Moore, Mary Finn, Fenwick Huss, Steve Kaminshine, Randy Kamphaus, Susan Kelley, Robin Morris, Tim Renick, Nancy Seamans, Robert Sattelmeyer, Ron Henry, Chair

Visitors: Linda Nelson, Amy Lederberg, Wade Douglass

Approval of Minutes:

The minutes of October 22, 2008 have been approved.

Textbook orders

Wade Douglass, Store Director for the GSU Bookstore, discussed matters related to textbooks which include: used books savings, textbook order cycles, customization of textbooks, etc. Over 67% of textbook orders for the fall semester were late. The bookstore requests that faculty put in textbook orders at least 6 weeks before the prior term ends. The earlier the store has the information the greater the search on used books, the greater the impact for buybacks, and early communication with faculty members if problems arise.

Sponsored funding position

Major changes to the hiring process for sponsored funded positions include: 1) the amount of time for the process in HR has reduced dramatically; 2) there is a single point of contact in HR to work closely with PI’s/HRAC’s; 3) the first phase in the process can be done pre-award; 4) there are now pre-approved titles to further streamline the process; 5) there is a standardized offer letter available which will enable HR to do away with limited-term positions for sponsored funded positions. Dean’s group member suggested that employers be allowed to interview potential candidates for positions pending funding.

Deans’ list/President’s list

There are approximately 5,000 students each semester on both the dean’s/president’s list. Deans Group members discussed how to recognize students each semester. Members decided to have signed letters sent to individuals on the President’s list and an email sent to those both on the dean’s/president’s list.

Digital Measures- Central date to be collected

Mary met with colleges to discuss the implementation of and have issues addressed by Digital Measures. We are working on including information on measuring outcomes in public/community service for faculty members - a requirement SACS looks to be making. We’ve asked Digital Measures to provide templates on all disciplines/fields for colleges to review.

Proposed changes in ASUR process

The university is looking to revise and improve the methods of assessing administrative units. The new procedure will incorporate both the SACS/university’s ASUR process; analyze performance at the division level, rather than departmental; provide an executive summary; and shorten the overall review cycle. Another main change is that colleges and support functions will not go through the same review cycles. Discussion will continue to determine the most efficient review set-up for the colleges.
**Budget update**

We expect budget cuts to go beyond 8%. The provost has announced that they plan to use the 1% hold (and has requested colleges to prepare for an additional 1%). It is believed that we may become vulnerable because we have large carry-over money. There is reason to believe that faculty and staff will get their salary increases.

**BOR IT benchmarking**

For the last three years, our central IT department has been reporting to the Board of Regents (BOR) on policy creation/changes, staffing numbers, expenditures, etc. The BOR is now requesting that all decentralized units be reported as well. JL will work on accumulating all of the information and requests for any questions to be directed to him.

Next Meeting: December 10, 2008 from 9:30 – 11:30 a.m. in the Golden Key Board Room, 2nd floor, Student Center.