In Attendance: Lauren Adamson, J L Albert, Robert Moore, Fenwick Huss, Roy Sobelson (in for Steve Kaminshine), Randy Kamphaus, Susan Kelley, Robin Morris, Tim Renick, Nancy Seamans, Robert Sattelmeyer, Ron Henry, Chair

Visitors: Deanna Hines, Andrea Jones, Ellen Powell, John Hicks, Heather Housley,

Approval of Minutes:

- The minutes of November 19, 2008 have been approved.

“Where in the World is Georgia State”

‘Where in the world is Georgia State’ is a viral marketing plan that will promote the university around the world. It is an online interactive world map that will display academic/affiliated programs (with links to direct you to get more information); and students/alumni, faculty, or staff located around the world. The goal is to highlight the global reach of the university and generate excitement and pride throughout the university community. Preparations are being made to promote the map on the university website, in the Alumni magazine, the Villager, and in a 30 second commercial scheduled to air during basketball games. The plan is to launch the site mid-January. The content on the world map will be refreshed/updated every few months.

International Admissions

The International Students & Scholars Services office in collaboration with the Undergraduate/Graduate Admissions office wanted to simplify and improve the international admissions process. Currently international students must meet academic requirements for admissions and complete all financial documentation for 1-20 processing before they are fully admitted to the university. It then takes a minimum of three days or more to notify the student of admission. The proposed change is to have the student fully admitted once they have met academic requirements. A hold will be placed to prevent registration during 1-20 processing, but the process will be more streamlined and students will be notified more quickly of their admission. Deans Group members approved of the change.

Budget/Enrollment update

Enrollment: 23,000 students have enrolled for spring semester thus far; credit hours stand at a little under 285,000. With the email conversion, we still have 3,000 current students who have not yet converted their email and as a result are not getting email updates on registration, financial aid, etc. At least 10,000 students still need to pay tuition/fees for the spring semester. 3,500 freshman applications have been received for the fall semester so far and of those 1,206 have been admitted.

Budget: No budget news. We may hear in January what the actual cut will be. Currently it’s at 8% but we may need to plan for 10%. State legislators have decided not to take pay raises for next year.

Cancellation of classes- what are the triggers?

Provost Henry opened the floor to discuss when classes should be canceled in the event of a disaster/emergency. In an emergency, the University will communicate information to students, faculty, and staff in the following ways: local news media outlets will be notified; there are outdoor speakers on campus; the main page of the website will post information; emails will be sent; and telephones on campus will send recorded messages to notify staff/faculty. The emergency management group will be the deciding body on
what the triggers are to cancel classes/close the university. There are also building emergency coordinators in every building on campus to assist in an evacuation when necessary. There may be evacuation drills scheduled during the spring semester of 2009.

**Any other business**

- Georgia State SACS reaccreditation was approved.
- There will be a business continuity position created (position to be shared by IS&T and Emergency Management). The main purpose of the position is to figure out what critical entities/devices need to be kept in operation to maintain business continuity during crisis situations and to then plan and execute the requirements.

Next Meeting: January 14, 2009 from 9:30 – 11:30 a.m. in the Golden Key Board Room, 2nd floor, Student Center.