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

Approval of Minutes:
The minutes of January 23, 2008 were approved.

Enrollment update

The fee cancellation went well with few setbacks - very few students were dropped improperly. The average credit hour load has increased among both undergraduate and graduate students. Junior and senior retention, progression, and graduation (RPG) rates should indicate better results.

Freshman fall enrollments are still on target. The office of undergraduate admissions has placed ads, involving their campus visit activities, in the Atlanta Journal-Constitution and five radio ads, including WSB, NPR, and The Beat. Robin Morris mentioned that the Undergraduate Research Conference, occurring on March 14, 2008, should be included into the calendar of events.

Bill Fritz passed out handouts detailing transfer student information. Our transfer students come from a total of 685 institutions. The top five institutions are: Georgia Perimeter College, Kennesaw State University, Georgia Southern University, Valdosta State University, and University of Georgia. Moreover, the top five institutions that receive our students are the following: Georgia Perimeter College, Kennesaw State University, University of Georgia, Georgia Institute of Technology, and Clayton State University.

For those covered and not covered by the Board of Regents fixed-for-four plan, the enrollment management committee (EMC) is initiating a marketing campaign to have students increase their credit hours and avoid a tuition increase. There is a possibility to advertise summer enrollment and online enrollment for students as well. For those students that will see a gradual tuition increase, the EMC will make it easier for students to know when their tuition increases kicks in. The Board of Regents is requiring institutions to impose mandatory advisement available for students. The academic programs committee will institute this at every 30-hour threshold.

Budget 2007

President Carl Patton, Vice President Jerry Rackliffe, and Provost Henry met with the Board of Regents (BOR) staff to discuss the budget allotment for 35 institutions in the University System of Georgia. There is approximately $81.6 million, brought in by the 35 institutions, in new workload money. The BOR plans to apportion 70% of the budget for strategic initiatives and the remainder 30% will be assigned to targeted enhancements.

The apportioned 70% is broken down as follows: 5% for meeting targets on increasing research productivity; 10% on meeting targets for RPG rates; 50% on increases in enrollment; and there is a 5% fudge factor. The provost will meet with the BOR staff on February 18, 2008 to discuss Georgia State’s possible budget allocation. The university generated $9-10 million to the university system, but is expected to get at best, $5 million. We’ve met our targets for graduation, but we have not met targets in research, retention, or progression. Provost Henry emphasized that retention is everyone’s job, including departments, colleges, and those central to the university. He further emphasized that we must try to increase what we can do with respect to research, grants, and contracts. GSU will continue to lose 10% of their budget if there aren’t improvements in retention. Additionally, we will lose 5% of the budget if there are no improvements in the areas of research, grants, and contracts.
The BOR would like to see budget requests, both the strategic initiatives and target enhancements, tied to their six strategic goals. The BOR would also like requests to address each institution’s method of action and measurable outcome, with respect to whether targets have been met; Georgia State is in jeopardy of losing $750,000 on RPG next year unless there is progress made.

The following are eligible targeted enhancements we can request:
1) Up to $100,000 in freshman experience
2) Up to $100,000 to improve advising
3) Up to $100,000 for a public relations campaign to reach underrepresented groups
4) Up to $1 million (for research universities) to increase research capabilities
5) Up to $100,000 to decrease time for financial aid
6) Up to $250,000 for decreases in energy usage
7) Up to $100,000 to increase emergency preparedness

In addition to these, we’re eligible for STEM funding, which we hope will total $4.6 million for the System; and we’re eligible for ICAAP, a competition for allied health programs, no dollar amount has been mentioned.

**Dean’s List letter**

The Admissions and Standards committee has repealed the practice of cumulative recognitions for the Dean’s list and President’s list recipients. They state that the current system of cumulative recognitions is confusing to students, faculty, and administrators. Currently, students are eligible to receive multiple awards at the same time which makes for a long ceremony. The committee has proposed to simplify the system by not allowing students to receive multiple awards and focusing only on two GPAs.

The deans’ group will recommend back to the committee to reconsider the motion. They would prefer students receive both Dean’s list and President’s list, if eligible. Also, it would be preferable for all deans to get notification of the lists at the same time, possibly handled by the Registrar office. The deans are in agreement that Georgia State needs to do more in celebration of the award recipients. A possibility includes university relations posting the lists on the GSU webpage.

**Faculty Information Management Systems (FIMS)**

In December of 2005, the Senate adopted the FIMS database for faculty annual reports and quantitative data. The College of Arts & Sciences built a template model of the system, which has gone through continuous revisions. In spring of 2007, an advising group was formed to improve the template and create a university-wide word template. Currently the curriculum vitae’s can be viewed for 2006 and 2007. Faculty annual reports for 2006 can be viewed along with reports that have been updated on FIMS directly. The 2007 faculty reports are in html format; the PDF version will be complete by 2/15/2008. Faculty members can begin to upload their annual reports for 2008 starting April 2008. Department chairs and deans can designate access to specific faculty members. Data for 2006 and 2007 is available in Statware FIMS, which can run queries. Over 661 full time faculty members have entered data into FIMS. A major problem with faculty members is that entering data into FIMS is time consuming, especially for the most productive faculty members.

Next Meeting: February 13, 2008 from 9:30 – 11:30 a.m. in the Golden Key Board Room, 2nd floor, Student Center.