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

Visitor: Tim Renick

Approval of Minutes:
The minutes of June 25, 2008 were approved.

Ron Henry welcomed Tim Renick as the new Associate Provost for Academic Programs and bid farewell to both Bill Fritz, as he takes the position of Provost at the College of Staten Island, and Charlene Hurt as she steps down as Dean of Libraries. Deans Group members thanked both for their contributions.

Enrollment/Budget - update

Enrollment - It appears that we might make our freshman enrollment target of 2,800 students. 9,842 applications have been received thus far and 5,452 have been accepted. A few hundred applications are still pending. 2,314 are now enrolled. The freshman orientation program, INCEPT, is experiencing large registration numbers. The Freshman Learning Communities (FLC) are now 75-80% full.

Transfer applications are down by a hundred. The application deadline has passed, but we’re still accepting them as long as they are complete. The numbers might pick up a little, but it is expected that we will fall short of our target of 2,100 transfer students this fall. Overall, fall enrollment is progressing nicely. Over 24,000 have enrolled thus far and 284,000 credit hours registered.

Budget – There is great uncertainty about exactly how much the budget cuts will end up being. The Governor has requested a 3.5% budget cut for fiscal year 2009 (FY ’09) and 4.0% cuts for FY ’10. However, the Chancellor has requested 5% cuts for both FY ’09 & FY ’10. Revenues for the state have continued to decline making it more possible that we will have at least 5.0% cuts for both fiscal years; 5.0% for Georgia State is almost $12 million. We had set aside $11 million in hopes of completing renovations projects necessary to accommodate new students, staff, and faculty members, so there will be a hit in our budget. We are in an uncertain economic climate; precautionary steps will have to be taken. Colleges should be cautious as they look to hire and fill vacancies. Things will clarify in the next few months.

With the immediate revenue that they will bring in, we should plan on expanding freshman classes. As part of our budget plan, we don’t think we should give up any staff positions because we’re already understaffed. We recognize that our Critical Thinking and Writing initiatives would experience a negative impact if we do not hire new faculty. We should also plan to increase the number of distance education courses we currently provide. The Board of Regents has specified categories we should concentrate on when we plan for our budget reductions for both FY ’09 & FY ’10. Ron passed out a draft plan for budget cuts at 5.0% for both fiscal years.

Faculty Reporting System

Mary Finn passed out a case statement arguing the need for a faculty activities reporting system. Faculty member’s experiences with FIMS, our current reporting system, are mixed largely due to the time and effort it takes to enter their data. We’ve secured a contract with Digital Measures- Activity Insights to provide a secure web-based information management system. The new web-based repository will ease annual reporting requirements for faculty/departments and include preparation for accreditation groups and academic program
reviews. The database will also allow for a balloon box to cut-and-paste and tap into endnotes. The plan is to roll out the program in phases. The College of Business is currently using the database for its AACSB accreditation. In 2009, we can arrange for three additional colleges to be added to the database and finally prepare for the two remaining colleges to enter in 2010. Digital Measures has a session available online for viewing, www.digitalmeasures.com. Also, Digital Measures can provide a demonstration of the program to your unit if desired.

**Distance Education - additional discussion**

- The issue is whether to create a single fee policy for students who take both a course on campus and online. We also have to address the issue of not being able to designate which courses are offered as an online course on GoSolar. Dean members agreed that students should be charged the same rates for both an online and on campus course. The exception will only be for those students that are a part of a well defined program, such as e-Franchise, housed in the College of Education.

**Any other business**

- Part of the Retention, progression, and graduation initiative at the university system level requires that students have access to courses to complete their degree in a timely manner. Particularly, the recommendations include that departments provide students with a two-year plan of course offerings. The thrust of the RPG recommendation is can the student complete their degree in four (4) years, if they wish. Ron will send an email to all department chairs to ask them to provide the information on their courses for majors.

Groups looking to recruit women and minority faculty members can look at consolidating ads in the Chronicle or Higher Education. Fifty (50) online ads in the Chronicle will price for $6,000 compared to the $9,000 we spent last year for thirty-five (35) ads. Fifty (50) online ads in Higher Ed will price for $2,100 compared to the $550 we spent for 10 ads last year.

The emergency management plan requires that we designate an emergency management coordinator for each building. There are only eighteen (18) volunteers for the sixty (60) available positions. An email will be sent to Deans members to speed the volunteer process.

There was a request by some colleges to create a math lab. A campus site license would cost $36,000. IS&T will pay for half and student tech fees can pay for the rest. The advantage with the site license is that it will be good for home use.

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