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

Visitors: Beth Jones

Approval of Minutes:

The minutes of January 14, 2009 have been approved.

President’s Update

President Becker requested that he have the opportunity to speak at the beginning of each deans group meeting to provide updates and answer questions when his schedule permits. This will remain a permanent feature.

ADP Update – Beth Jones

The Automatic Data Processing (ADP) system will go live July 1, 2009. ADP is a movement by the System to do the payroll for 33 institutions. Trainings will begin in March with HRAC officers. Major enhancements include: the Board of Regents (BOR) decided to create a new headquarter for the system’s Human Resources office in Sandersville, GA; ePAFs will no longer be available; deadlines to implement timesheets will be critical; employees can sign up for their benefits online; W-2’s will be viewable online; and absence reports for exempt employees will be automated. The benefits in cost-savings are that we won’t have to upgrade the system (this will be handled by ADP) and the savings in personnel in the long term.

ASUR Process Update

The Southern Association of Colleges and Schools (SACS) and the BOR both require an assessment process for academic programs and administrative units. Some of the distributed administrative functions have been assessed through the Administrative and Support Unit Review (ASUR) and the annual reporting of institutional effectiveness outcomes, but some have not. There are two options available to systematically review distributed administrative functions within our current processes without having to create a unique review process: 1) Include distributed administrative functions as an appendage to the relevant centralized functional unit in the ASUR process; 2) Consider all distributed administrative functions in a particular college to be an administrative unit for ASUR purposes, with the individual administrative functions as an integral parts of that entity. The proposed integrated assessment will incorporate current outcomes for administrative units and the ASUR method in one continuous process with reporting efforts on an annual basis, in three years, and in six years. All departments/units will go through a review as a single entity.

We have been reaffirmed by SACS. They’ve given us feedback and we will have to respond by September. Two of the main areas that we are going to have to do some further reporting on include: 1) learned outcomes in community/public service. Mary will craft a proposal on how we will collect that information on an annual basis. 2) We had to do an audit of our graduate programs b/c we had engaged in some practices that SACS was not favorable of. We will begin this year to focus on graduate student learning outcomes.

Enrollment Update

We’ve recently released the Deans/President’s list and had each college post their students lists on their websites. Students have responded positively. We receive about 200 grade changes on a weekly basis, so there is not going to be complete accuracy at any given moment, but the students can be assured that the information will be properly recorded on their transcript.

Admissions- we are up about 2,000 applications from last year. We’ve done a survey and found that other
universities are tracking high as well, but we are tracking well ahead. Freshmen admissions are up 41% and the quality is up as well. The office of admissions is withholding acceptance of students with a freshman index (F.I.) below 2600. There is some uncertainty about how many of these students we will actually yield. We are unfortunately not as equipped as other colleges to provide incentives to these students, but we have made efforts to provide additional money for assistantships. Also, there is an idea to offer free meal plans to higher quality students. We are planning to invite students to meet with faculty in the department of their choice, as well as invite them to campus events. For the first time in GSU’s history, we will have a waitlist for admissions. Graduate applications are up as well.

**Budget Update and discussion on cost cutting strategies**

We are under intense pressure with regards to our reserve funds. This applies to fund code 15, carryover on student tech fee money, and carryover on tuition. Revenues for the state were down significantly in January and there is speculation that the state’s revenues for the year will be down about $2.6-3.5 billion. The provost has cautioned Deans not to use their 1% holds. The calculation is that the cut could be a little more than 12%, with the thought that it will be even higher for fiscal year (FY) 2010.

The Chancellor is now considering furloughs. It is not clear whether we can begin doing it this semester. In addition, there is an idea to close down Georgia State for two weeks during the holiday season. Over 80% of the budget is in salaries/fringes, so there is a possibility for layoffs also. Jerry Rackliffe, VP for Finance, and the Provost will coordinate a series of meetings with Deans, Vice Presidents, and Associate Provosts to discuss cost cutting strategies for the upcoming budget cuts and put together a report on potential cuts of $6.5, $9.5, and $13.5 million and make it so that they are progressive.

Next Meeting: February 25, 2009 from 9:30 – 11:30 a.m. in the Golden Key Board Room, 2nd floor, Student Center.