

PROVOST'S COUNCIL MEETING NOTES

September 8, 2009

In attendance: Diane Anderson, Nick Andreadis, Sue Caulfield, Jim Gilchrist, Tim Greene, Bassam Harik, Keith Hearit, Craig Kaml, Don McCloud, Margaret Merrion, Dave Powell, Lew Pyenson, Dave Reinhold, Joe Reish, Ajay Samant, Sue Timmer, Tony Vizzini, Earlie Washington, Gary Wegenke
 Guests: Nate Knappen, President, WSA; Joey Blaszczyk, Student Affairs, WSA

AGENDA ITEMS	DISCUSSION POINTS & ACTION	THINGS TO BE DONE
Western Student Association, Nate Knappen and Joey Blaszczyk	<ul style="list-style-type: none"> ○ One of WSA's goals this year is to create student advisory boards within each college (if a similar mechanism does not already exist) <ul style="list-style-type: none"> ○ Meetings would be coordinated by a faculty advisor and facilitated by the dean ○ First meetings (hopefully) will be held in late October/early November ○ HCOB has found their student advisory board very beneficial in terms of curriculum change and accreditation ○ WSA will contact deans to discuss feasibility of creating a board within their college 	
Enrollment	<ul style="list-style-type: none"> ○ This year's budget was built on an enrollment of 24,750 (a 1% decrease over last year) ○ Fall 2009 first day overall enrollment is 24,252; an additional 318 students must register between now and the census date to reach the budget target ○ As of the first day of class, we are down 726 Freshmen; a decrease in the size of the Freshman class equates to a decrease in enrollment for the following 4 years 	<ul style="list-style-type: none"> ○ Census Date: September 15 at 5 p.m.—push, especially graduate instructors, to make sure students are registered by census date
Class Absences (Keith Hearit)	<ul style="list-style-type: none"> ○ A new attendance initiative is being implemented this fall <ul style="list-style-type: none"> ○ Instructors use link in GoWMU to report students not attending which triggers an e-mail message to the student; the Registrar's Office (for follow-up); Residence Life (if the student lives on campus); and the appropriate college advising office ○ This retention device will only work if faculty participate 	
University Convocation (Thursday, September 10, 3:30 p.m.)	<ul style="list-style-type: none"> ○ The Academic Convocation is this Thursday, September 10, at 3:30 p.m. in the Dalton Center Recital Hall—faculty participation is needed ○ Award Recipients are: Distinguished Faculty Scholar Award—Dr. William Liou; Distinguished Service Award—Dr. Eileen Evans (faculty) and Ms. Susan Oole (staff); Distinguished Teaching Award—Dr. Peter Parker and Dr. Chad Edwards; Emerging Scholar Award—Dr. Takashi Yoshida and Dr. Michael Grammer 	<ul style="list-style-type: none"> ○ Deans were asked to encourage faculty participation
Debrief on New Student	<ul style="list-style-type: none"> ○ Accolades were expressed along with the following suggestions 	<ul style="list-style-type: none"> ○ Talk to faculty and staff about doing orientation

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Convocation	for the future: <ul style="list-style-type: none"> ○ University Curriculum should have a tent; a diagram of Miller Plaza should be placed on the back of the program; Pizza with the Profs should include a healthy food alternative ○ A concern was expressed regarding the amount of time (8 days) students had on their hands before the start of classes 	on Friday and Saturday of the Labor Day weekend rather than the entire week before
Review Progress From Chairs and Directors Retreat on AA Strategic Plan	<ul style="list-style-type: none"> ○ The Academic Affairs Strategic Plan will be presented (not discussed) at the Faculty Senate meeting on Thursday, September 17; opportunities will exist in the near future for faculty/staff input 	<ul style="list-style-type: none"> ○ Deans will meet on Tuesday, September 15, to continue honing the document's language
Announcements	<ul style="list-style-type: none"> ○ The United Way Campaign will begin on October 1; John Dunn is this year's chair of the Greater Kalamazoo United Way Campaign ○ The University Assessment Steering Committee is developing an award for graduate students doing assessment related research; the first award to be given in 2010-11 <ul style="list-style-type: none"> ○ Competition to be held this year (open to master's students) to develop criteria for the award; winners announced in the spring of 2010 	
Upcoming Important Dates	October 18 to 20, 2010—HLC Visit	