

University Council Minutes

August 12, 2006

3:00 p.m.- 5:00 p.m. UC Cypress Room

Meeting began at 3:05 p.m.

- Informational Item: Update of Process for Revising Statutes (**Laverne Gaskins**)
 - “I made a phone call and emailed Betsey Neely (BOR) and said we are having a problem trying to establish a quorum and how to define the word “present.” I told Betsey we had two options. The first is to allow Dr. Zaccari to exercise his prerogative as written in the statutes and interpret “present” to mean available to a computer system. The computer system may increase participation, at least to half. If this system fails, present the statutes to the BOR with a good faith explanation. The second option is ask Dr. Levy to request all Faculty be in attendance at a call meeting. Perhaps the meeting could be on a Friday or Monday with the hopes that half of the faculty is in attendance to satisfy the quorum. In the event the first request fails to produce the required half, we try again. If on the second time and less than half of the Faculty does not appear, we cast votes and proceed with those that are present. Then we would revise the statutes and present the revised statutes to the BOR with an explanation that the University made a good faith effort to comply with the statutes and request ratification. Since Betsey’s office is an integral part in the ratification, if she is aware at the outset that we have engaged these types of alternatives, it is hard for me to imagine the revised statutes would not be ratified.” (L. Gaskins)

“Does Faculty only mean teaching faculty,” (T. Martin)? “General Faculty means teaching faculty (L. Gaskins).

Point of clarification, from the previous August 15th meeting it was decided that the current procedure: “does identify who is general faculty. It lists the ranks and structure. But it also specifies other positions including: President, Vice President of Academic Affairs and a few others,” (Marsha Krotseng).

“Have the two options been presented to President Zaccari” (C. Coons Yates)? “Yes,” (L. Gaskins). “I imagine that the President will want to discuss the two options at a later University Council meeting” (C. Coons Yates).
- Informational Item: Update on Performance Indicators (**Christy Coons Yates**)
 - From the Planning Retreat we had a series of objectives under each of the five University Goals. Most objectives did not have performance indicators attached to them. We have work teams engaging in the next week or two to finalize their recommendations. I have had correspondence with several facilitators. We should be receiving the performance indicators next Friday, September 22nd. At the next University Council meeting on September 26th, I will have the performance indicators for you. We will review, discuss, and revise the indicators before they are adopted.
- Informational Item: Goal Setting (**Christy Coons Yates**)
 - This discussion began when Maggie Viverette requested examples of good action plans and strategies to use as a model. Having examples of good action plans on the planning website might be valuable for all of campus. There is still some confusion between what is a goal and what is an initiative. (Referencing PowerPoint slides) A good example of an action is “continue to recruit A/B students from beginning classes to major. The faculty will host a spring honors luncheon and use young professionals as speakers”. If this department had said as a goal “the department wanted to secure funding for a honors luncheon,” that would be an initiative.
 - Here is an example of a goal that is really an initiative, “acquire funding to buy a financial database for academic research”. I have rewritten the statement to make it a goal, “to increase academic research by faculty particularly in regards to financial performance of active companies”. The action plan that this department wrote is a perfect initiative.
 - What we need campus to start thinking about is goals being the conceptual idea they hope to accomplish and initiatives being the resources that help you get there. We need to be able to see the goal that is driving the desire for additional resources.
 - What I want to do is provide this information to campus by using some of our actual database entries as examples. That way people can see well-written goals. When Kate and I begin the database review the second week in October, we will do the same review we did last year. We will read every goal and initiative and let people know if there are any revisions that need to be made. The campus then has the opportunity to go back to their goals. Once departments see well-written goals, they can make changes

before Kate and I start contacting people. I would like your feedback to see if I should pull well written examples, and examples of action plans that need to be revised, from the database and include them for everyone to see on the planning website.

“The statements would need to be rewritten so that it does not say what department. Or contact each department to ask permission to use their goals, strategies, and action plans” (T. Martin) “Is there a mechanism in the database that allows you to provide individual assistance to individuals that are having difficulty” (L. Gaskins). “For individuals that ask for assistance we make arrangements to meet with them. We also do the database review for just that reason, to provide individualized support for each person on campus engaged in the planning process” (C. Coons Yates).

“At some point all the goals, strategies, and action plans become public information” (R. Allen)? “Yes, ideally they would all be public information.” (C. Coons Yates).

“There is an order that goals, strategies, and action plans go through before you see them. Should the individual supervisor that reviews the goals, make sure they are really goals?” (W. Peacock). “Ideally, yes. However, it really depends on the level of familiarity each department head, dean, director, or VP has with how goals should be written. It’s an on-going learning process. And this is part of how we move forward while improving our planning.” (C. Coons Yates). “I have reviewed all business action plans but many of us are reading for the content not checking to see if they are writing using the correct format,” (R. Allen). “What is important is that we want to encourage individuals on campus to think differently about their goals, how they may get the goals accomplished other than through funding initiatives. In order to do this, campus needs to think about goals first, what they are actually trying to accomplish and why, what the benefit is to the overall organization, what are all the ways they might accomplish their goal. Starting with the Initiative limits our possibilities because it starts with how we are going to accomplish something, rather than with the goal itself. It presupposes a solution without looking at alternatives. As a campus, the strategic goals should really emphasize what we want to accomplish, the initiatives are just one possible way to request resources to help us accomplish a goal. The goal needs to be centrally the most important thing.” (C. Coons Yates).

“Another area I would like to get your feedback on is publishing innovative goals. We have many individuals on campus that have interesting goals. Many that do not require funding and there are lots of ideas that other departments on campus would be interested in knowing about. I would like to compile these goals and promote them to the rest of campus. Goals should be available to everyone. I would like to put together a report with all the goals, in addition to highlighting particularly innovative ones (C. Coons Yates). “I think at some point when it comes to SACS review they may ask to see the goals, so this would be proactive step in that direction (T. Marin) “Unless you have objections to creating the report, we will go ahead and do this after departments have time to review their goals and make revisions (C. Coons Yates).

- “This would work well. For example, I put in a travel request to increase across the board from Academic Affairs. If departments had the ability to see what I wrote as an initiative, they would not have to add individual ones to their goals, (L. Levy).

- Questions

- “How do you deal with a goal and an initiative where the dollars are not part of the initiative? Do you want that input as an initiative even though the pool of money will not come from strategic funds? “It will go in as a goal. It would need to be ranked as an initiative and it will not compete with funds. Initiatives are for strategic funds,” (C. Coons Yates)
- “Many people feel this is a way to get year-end funds. The database has to be a planning organ and we need to put all our plans in here. If we have plans that involve other funds that are not part of the planning process, it needs to go into the database,” (J. Newton).
- “We need to encourage full disclosure. If an initiative has not been funded, it needs to be shared, (L. Gaskins).
- “I think we have a language issue. If I gave you Student Affairs top ten initiatives, those ten may or may not be eligible for strategic funds. When we rank our initiatives it is viewed as ranking from most important to least. But is only within the eligibility requirements. Our initiatives are our top needs for additional funds. But some of our goals that do not require monies may actually be our top priorities.” (K. Keppler). “Exactly, and that is why writing goals correctly and developing those concepts is of utmost

importance, because they are the central things you want to accomplish, without or without additional funds.” (C. Coons Yates)

Next meeting September 26, 2006, 3:00-5:00 p.m. in the UC Magnolia Room #1

Attended: Council Members-, Christy Coons Yates, Ralph Allen, Jeremy Baker, Denise Bogart, Laverne Gaskins, Greg Gordon, Charles Harmon, Christine James, Louis Levy, Traycee Martin, Russ Mast, Joe Newton, Tim Yorkey

Advisory Members- Marsha Krotseng, Kurt Keppler, Richard Carter, Walter Peacock,

Not Attending: Jim Black, Honey Coppage, Herb Reinhard, Maggie Viverette, Scott Sikes, Ronald Zaccari

Guests: Rob Kellner (Auxiliary)

Recorder: Kate Gurley