

University Council Minutes

March 28, 2006

3:00 p.m.- 5:00 p.m. UC Magnolia Room #1

Meeting began at 3:15 p.m.

- **President's Update** (President Zaccari)
 - In a presentation at the Valdosta Country Club, people cannot believe what is happening at Valdosta State University. We have close to \$200 million worth of projects.
- **Presentation of Corporate Cup Medals** (S. Matthews)
 - Presented two third place medals won at Corporate Cup to Dr. Zaccari.
- **Final Look and Endorsement of Space Management Procedure** (C. Coons Yates)
 - I am pleased to announce we can enter the Final Look Stage.
 - Faculty Senate, COSA, and SGA responded by signing the memorandum stating they have reviewed the policy. The three organizations did not have any suggestions or revisions. They all accepted the document as written.
 - COSA made one comment stating, "The Council of Staff Affairs expressed their appreciation for being apart of our review process."
 - "I now have a packet put together with the document, all the revisions that were suggested in the First Look Process. At this point we could choose to review it again but since all of your comments have been incorporated, I am not sure we need to take time to do that. If you feel comfortable letting that document with the most recent revisions, then we have a memorandum ready to give to the President. It states that University Council has completed the Document Review Process; we endorse the document as it is currently written and the President can now review the Space Management Procedure. Is University Council ready to move forward? (C. Coons Yates) "Yes" (J. Black)
 - We have completed our first Document Review Process.
- **Review and Endorsement of Student Success Center Concept (C. Coons Yates & L. Levy)- Handout one page summary of the Student Success Center**
 - This came out of the strategic planning initiative. It was a combined initiative with Dr. Levy and Dr. Keppler as the primary initiators. Recently we had the opportunity to present in more detail to the Board of Regents (BOR) for possible funding outside our normal strategic funding. What I am looking for is not necessarily an endorsement of the details of the Student Success Center but give you the opportunity to look at the concept, review it, and at the next meeting we will see if it is something the Council supports the campus adopting it. All areas of campus will have a part of the Student Success Center and utilizing its resources. (C. Coons Yates)
 - "The Student Success Center Concept was start by the BOR RPG (Retention, Progression and Graduation) we are evaluated both as an institution (the President as well as all of us are evaluated on the ability of which we retain and graduate students, the progression of academic programs. We are united in that effort. Everyone job on this campus is a reflection of that. The Dean's have ranked this initiative high. This is not for students that need help but also students that are doing ok, that want to do better. We are looking at over a half million dollar project." (L. Levy) "When Dr. Levy says over a half million dollar project, that is a direct grant. We were identified as one of five institutions in the state and we were asked specifically in a teleconference about the student success center. The reason we are going to student success is because we have to. We have to do a better job retaining our students. Once they are here, we are going to do everything possible to keep them here through graduation. Our retention rate of 74.6 % is not bad; but our graduation rates are not where they should be at 41%. We have a goal of increasing the graduation rate by one percent a year. What we are asking you to do is look over the information, decide if we have covered all the elements necessary for the center. Have we touched on counseling and faculty training workshops or is there anything we have missed? (R. Zaccari)
 - At the next meeting on April 11th, a discussion will be on the agenda. (C. Coons Yates)

- **Discussion of Strategic Plan Emphasis Areas** (C. Coons Yates)
 - What do we want to pull out of the strategic plan? What are we going to ask campus to commit to as our primary area for growth and improvement? Based on our discussion last week, I have created a grid that is in front of you. We narrowed based on your individual comments to broad topics 1. Private Support 2. Professional Development 3. Student Success 4. Diversity (as amended with a reminder from J. Black).
 - We are taking a slightly different approach at today's meeting. We are going to break up into small groups. Think about some realistic goals you feel the University should move towards. If you get as far as assigning performance indicators, you can be as specific as you want. After the groups have met, we will come back as a group and discuss what each of the groups have come up with. Kate and I will compile the information and it will be sent to you by email and that will be the starting point at the April 11th meeting.
 - The groups included: Private Support-Facilitator C. Harmon, T. Martin, G. Gordon and T. Yorkey. Professional Development-Facilitator-D. Bogart, W. Huang, R. Mast, L. Gaskins. Diversity Facilitator-J. Black, R. Zaccari, M. Meacham, C. Coons Yates. Student Support-Facilitator-L. Levy, J. Newton, J. Baker, R. Allen.
- **Groups Broke Into Groups and advisory members were invited to participate in any group that interested them** (Dr. Krotseng joined Student Success and was asked to work briefly with the Diversity group to gather benchmarking data).
- **Groups will Discuss What Their Group Came Up With**
 - **Diversity**- The group discovered they do not know enough information to make goals and action plans. We are not sure if we have a handle on what we do well or what we need to improve on. We need to research other national programs. Action Plan- Self Assessment (Diversity Audit) Then we will be able to make plans accordingly.
 - **Student Success** (L, Levy)- Role of Student Success to facilitate student success campus-wide not just within the center. Advising-development of an on-line advising manual for core curriculum that applies to all students, develop advisor training, need to have a professional program advisor, career development, bring in our student organizations.
 - **Private Support** (C. Harmon)-General consensus is we need a campus-wide coordinated effort for advancement. Advancement covers the marketing aspect and others. I think we have a game plan that is there to be implemented but we need financial support to do so. "There are two factors that play into the decisions we make about emphasizing private support. 1. We need to determine what is tied directly to financial needs, so we will have to think of creative ideas to promote private support. And 2. How can the campus come together and get behind advancement. How can we develop some action steps that everyone on campus can see themselves participating in, in regards to university advancement" (C. Coons Yates)
 - **Professional Development** (D. Bogart)-1. Administrative Mentorship-include all staff members from all levels. Year long program. Would not be just the responsibility of HR or Training & Development, each division would be responsible for instituting a mentorship program (shadowing program) where a secretary can be chosen through a process or an application. It would be an expectation for each college or department to set something up. 2. Encouraging a supportive environment for faculty and staff. How do you do that? Maybe making training and development a mandatory expectation for each individual, possibly on a job description. 3. Instituting programs that raise education and skill level. Creating a GED program, Supervisory Certificate Program, Reverse shadowing program. It is not cost effective if we offer a program and no one participates. 4. Provide strong support in facilitating faculty research/grants for funding. Establishing university based research center or college based research center (example College of Arts & Sciences) How do you show support? One percent increase from external funding and also provide support mechanisms (decreasing the course load and increasing the number of graduate students.) Overall, on the list was improving staff retention. We are not sure if we have a retention problem but there maybe problems in some areas. Maybe one of the goals should be identify problem areas and then coming up with specific plans.
 - The great thing about taking these next steps is that the plan becomes self-sustaining. Once you have accomplished the goals of identifying the problem areas and setting benchmarks,

then the natural next step is how are you going to implement those intervention strategies? In doing so we start to really work through accomplishing more of what is in the larger plan. Remember, we are not abandoning any of the original plan in this current process. We are just selecting those elements we want to emphasize and commit to moving forward in the near future. We are defining them more operationally and will work to assign performance indicators next. The discussion today has definitely moved us in that direction. (C. Coons Yates)

- We will compile this information and forward through email this information to the group. This is where we will start at the next meeting.

Meeting adjourned at 4:45 p.m.

Next meeting April 11, 2006, 3:00-5:00 p.m. in the UC Magnolia Room #1

Attended:

Dr. Zaccari,	Christy Coons Yates	Mike Meacham,
Wilson Huang	Ralph Allen	Joe Newton
Russ Mast,	Jim Black	Denise Bogart,
Traycee Martin	Greg Gordon	Charles Harmon
Laverne Gaskins	Scott Sikes	Kurt Keppler
Marsha Krotseng	Jeremy Baker	Herb Reinhart
Louis Levy		

Not Attending: Brad Bergstrom, Honey Coppage, Walter Peacock, Maggie Viverette,

Guests: Barbara Tucker (Corporate Cup Team)
Ralph Gosnell (Corporate Cup Team)
Bill Moore (Corporate Cup Team)
Sementa Matthews- University Relations

Recorder: Kate Gurley