

## ACADEMIC AFFAIRS STAFF MEETING MINUTES

**Meeting Date:** 4/14/08

**Location:** SSB 315

**Time:** 1:45pm

**Present:**

Lynn Dale  
Mark Roseveare  
Joe Sidlowski  
Daryl Smith  
Sandy Winkler  
Edna Howard  
Sherry Vaughn

**Members Absent:**

Rita Melton

**Guests:**

Regina Eaker  
Celia Bauss  
Kelley Jones

<b>Item Discussed</b>	<b>Discussion</b>	<b>Committee Action/Recommendations</b>	<b>Status</b>	<b>Follow- Up</b>
<p><i>Key: R = Resolved PR = Partially Resolved I = Information Only CF = Carry Forward</i></p>				
<b>1. Old Business</b>	<p><b><u>Procedure V-40.3</u></b> This procedure was discussed and the group made several suggestions for changes.</p> <p><b><u>CETL Policy &amp; Procedures</u></b> No discussion due to time. A special AA Staff Meeting for Monday, May 5 was called to discuss these revisions.</p>		R  CF	
<b>2. New Business</b>	<p><b><u>Program Marketing</u></b> Kelley Jones shared with the group new (and old) marketing plans. The Web is an area of opportunity for advertising and promotion and the online advertising has been in place for about 3-weeks. Other traditional means of advertising are print, radio, television, billboard and the people in the community. She informed the group that when traditional means of advertising such as print are used, it takes a lot of time to process the information and the information could be old and outdated before it is printed. With the online advertising, we have more opportunities to do program specific advertising. Ms. Jones would like to make an appointment with each</p>		I	

	<p>Department Head/Program Coordinator to talk about their programs and get their input as to what information they feel could be used to promote their programs.</p> <p><b><u>FPMS/EPMS Automated System</u></b>  Regina Eaker shared information on the new FPMS/EPMS Automated System. She informed the group that this is a new web-based system and was brought before the PC for approval. The System Office is now working with Tri-County Technical College to get their system installed. Our programmers are working with the System Office to install this new program. Currently we have the software and the new server for the program. EPMS/FPMS will be the first step and by January 2009 we hope to be going live with the College leave system. Between now and the end of this calendar year a lot of data entry will take place. Training will begin May-July.</p> <p><b><u>Planner/Handbook</u></b>  Ms. Howard reminded the group that any revisions/adds/deletes to the <i>Student Planner &amp; Handbook</i> need to be turned in to the Office of Academic Affairs as soon as possible.</p> <p><b><u>Academic Affairs Flower Fund Update</u></b>  Ms. Howard provided a handout for the group that showed recent purchases and the account balance.</p> <p><b><u>FPMS Due Dates</u></b>  Mrs. Vaughn informed the group that the 9-month faculty FPMS due date is 4/30/08 and that the 9+3 faculty FPMS due date is 7/11/08. She reminded everyone that she does not need to see the FPMS unless she signs as the rater or if the FPMS is an "exceeds".</p> <p><b><u>Financial Statements for Clubs/Organizations</u></b>  Mrs. Vaughn reminded the group that all financial statements for Clubs/Organizations should be turned in on or before July 15, 2008 to Henry Giles.</p>		<p> </p> <p> </p> <p> </p> <p> </p> <p> </p>	
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	<p><b><u>Trade Publications and Association Websites</u></b>  Marketing/Public Relations is requesting information re: possible publications/programs/websites as opportunities for advertising (refer to e-mail recently sent out). Mrs. Vaughn asked the group to discuss this information with the different areas and respond as appropriate.</p> <p><b><u>Portal Calendar</u></b>  Mrs. Vaughn shared with the group that the [Portal] Calendar is not being used as it should/could be. The information is not being updated/revised resulting in inaccurate information being communicated. She reminded the group that this calendar replaced the old hard copy "Pink Book" and in order to keep all campus events up-to-date, it needs to be regularly updated by appropriate areas. It was suggested that another training session was needed. Mark Roseveare informed the group that we are going to get a new portal; it was suggested to wait until then for the training sessions.</p> <p><b><u>Mileage Form and Agreements</u></b>  Mrs. Vaughn reminded the group that as of April 1, the Employment Agreements and Travel Forms will no longer need to be routed through the Office of Academic Affairs for her signature (except for those involving her direct reports). Mrs. Vaughn will still need to sign for out-of-state travel.</p> <p><b><u>2008 CHE Governor's Professional of the Year Award</u></b>  Mrs. Vaughn reminded the group that nominations for the CHE Professor of the Year are due on or before May 30, 2008.</p> <p><b><u>PC Agenda Items</u></b>  PC items were discussed and the Deans were strongly encouraged to share the information with their areas.</p> <p><b><u>Faculty Board</u></b>  Mrs. Vaughn shared with the group two items currently under discussion with Faculty Board:</p> <ol style="list-style-type: none"> <li>1. Additional optional days in the academic calendar allowing for two consecutive weeks</li> <li>2. Revision to the current withdrawal/drop procedure</li> </ol>		<p> </p> <p> </p> <p> </p> <p> </p> <p> </p>	
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	<p><b><u>Student Awards Day</u></b>  Mrs. Vaughn encouraged everyone to attend the Student Awards Day Celebration. This is a special event for our students and as such should be supported campus-wide by faculty, staff and administration. The event will be on Thursday, April 24 from 7-8pm in the Tracy Gaines Auditorium.</p> <p><b><u>Equipment Budget</u></b>  Mrs. Vaughn informed the group of the equipment budget balance and asked them to get requisitions to her as soon as possible.</p>			
<b>Adjournment</b>	<p>There being no further business or discussion the meeting was adjourned:</p> <p>Submitted by:  <i>Edna Howard</i></p>			