

ACADEMIC PROFESSIONAL ADVISORY COMMITTEE

Agenda

September 20, 2007

9:00 a.m. Brookens 204D

The meeting was called to order at 9:04am.

Members present: Rebecca Grosboll, Jerry Burkhart, Tammy Craig, Dick Schuldt, Bryan Leonard, Barb Cass, and Clay Bellot. Members absent: Tyler Tanaka and Lori Giordano. Also attending were Donna Haynes, Wes Weisenburn, Ed Wojciki, Provost Berman and Patty Sims.

It was moved by Barb and seconded by Tammy to approve the Agenda. Motion carried.

It was moved by Barb and seconded by Dick to approve the August minutes. Motion carried.

Provost Berman talked to the committee about the following items – Budget, enrollment, faculty hires, online, resource summit, and the salary equity program.

1. Budget was late but in June the administration tried to guess what would be received for the year and it turned out their projection was fairly accurate. They also tried to plan what projects they would be able to do including capital projects, salary plan, marketing program and other initiatives. After the State Budget was approved we received a 1.9% increase with a 2% non-personnel increase. Each year we have received less money from the state causing higher tuition and fees. All the improvements and new programs have been possible because of the tuition that students pay.
2. Enrollment this year is the highest it has ever been. There was an increase of 2% this year but it is a mixed result, the capital scholars increased but transfer student enrollment is down. First year and online student enrollment has also increased
3. Online – Last year an ad hoc group, the online coordinators, was formalized. One benefit is having an actual person available for these students to contact with questions, concerns, etc. An online strategy group is now being convened. It will include the online ‘gurus’ who will take a longer look at where we are heading and stay abreast of trends and issues in online. This group was created in response to the Global Campus.
4. Global Campus – The Provost compared what our relationship with GC to Apple and Microsoft. We will compete but also cooperate on certain parts such as Career development services and Library services which will be offered to GC students by UIS organizations. There will be some spin-off benefits for students and Brookens library, such as money for electronic resources and extra staff. Discussions are also under way with some of the academic programs on campus to cooperate. We may also benefit from their marketing plan. Good news is that UIS will continue to receive the support for their online marketing plan.
5. UIS has made some great new faculty hires and the campus is trying to be attentive to their development needs. The big hiring expansion is over, more than 100 faculty have been hired in the last three years.
6. The Resource Summit is a new initiative launched by the President. They will be looking at ways to get new resources and how current resources are being used. The group will be looking at programs, how classes are scheduled and other issues.
7. Salary equity program – It is year two of the faculty and staff equity program. The process was the same as used last year, i.e. recommendations passed by supervisors to VC. The program includes AP and Open Range Civil Service staff paid from state fund; a separate equity program was set up for staff paid by local fund by VC Miller. The maximum adjustment was 10% and was not to

exceed \$5,000. There were a total of 36 equity adjustments ranging from \$500 to \$5000; the mean adjustment was \$2,553.

8. Questions:

- Freshman enrollment – was it where we wanted it to be – yes, goal was 280 students – ended up with 292 (includes some “transfer students” with 12 credit hours).
- Future growth – do we have the capacity for handling it – yes, with new faculty and expanding class programs – example religion. What areas will the increase be in the future – online, graduate, continuing, new.
- Resource summit, what will it be looking at and the will it be looking at not only faculty but other staff and support for courses.

9. The Provost also discussed the Higher Learning Commission; their site visit will be Wednesday, Oct. 21. Self-study report has been received by the team, report is also available online. Everything is moving along.

Old Business

- Covey Training (Shari McCurdy) – Shari is part of the University Fellows Program; which provide a lot of leadership training opportunities including Covey Training. She knows some trainers on campus; Dave Byers, Wayne Stahl, and Judy. The training material is expensive as are the sessions plus they are designed for small groups. Jerry suggested we do some investigation about interest and if broader support could be gendered. It will be discussed further at next meeting.
- Committee Membership – two candidates for each of three positions. Mary Ellen will notify those selected or not selected for the positions. Jerry also asked that when they are notified to be told if there are issues APAC should know to bring it to the meeting. It was suggested that we consider having campus committee reps attend meetings to report.
 - ✓ Student life - Betsy West & Jana Wise : Jana Wise was selected with 8 votes
 - ✓ Diversity – Denise Howard Long & Valerie Scarborough : Valeria Scarborough was selected with 8 votes
 - ✓ Student Discipline – Amanda Winters & Aleta Carlbart: Aleta Carlbart was selected with 8 votes.
- NCAA Proposal – Bryan drafted a letter concerning the proposal that was passed out at the meeting. Members commented and offered suggested changes to the letter. The letter was accepted with the changes and will be sent to Roger Jehlicka and Dr. Miller.

Committee Updates

- CRC (Dick Schuldt) – Will be meeting Friday morning.
- CSAC (Ann Cole) – no report
- Campus Senate (Barbara Cass) – Since the last report there has been two meetings. Issues that were discussed at the meetings included – the Budget and faculty salaries, the Sloan II grant, the Board of Trustees and tuition increases, and a report from the Undergraduate Council on the Business Program. Jerry announced that the executive committee will be meeting with the Provost about an AP rep on the steering committee.
- Professional Development (Barbara Cass) – committee meets this afternoon, 36 requests and \$29,000.
- Planning and Budget Committee (Donna Haynes) – Not a lot to talk about, set annual retreat for Deans and Department heads on October 26th.

- Academic Integrity ad hoc committee – They are planning to have draft of a policy by Thanksgiving to be finalized by mid-spring.

New Business

- Bursar's Hours – A CSAC member asked that Jerry discuss the change in the Bursar Hours. Discussion centered on alternative schedules the Bursar could implement and the need for students on campus and non-traditional students for the services they offer.
- Holiday Party – Need to set a date; it was decided to try Thursday Dec. 13

Public Comments

Wes talked about posting of AP positions – HR has been posting new AP positions for 5 days – some AP positions receive search waivers and the policy has been redrafted to include an exception to the 5 day posting for positions that have a search waiver. There were questions about specifics concerning waivers and the reason for them. State University Civil Service System Audit has been completed, results are good. One of the material findings has to do with the designation of AP position and the exemption process. It was recommended that Universities come up with a procedure for processing AP positions. HR will be working on developing such a process. Concern has been expressed regarding the huge growth in AP positions statewide. There is a belief that some of the positions would be better as Civil Service. Wes will keep us updated.

Adjournment – moved by Kathy and seconded by Barb to adjourn the meeting at 11:10am.

Next meeting –October 11, 9:00 a.m. Brookens 204D